# Job Description

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| Job Title: | Wastewater Laboratory Assistant | Classification: | Classified |
| Department: | Public Works | Grade: | 130 |
| Occupational Group: | Maintenance and Trades | FLSA: | Non-Exempt |
| Status: | Full-Time | Supervisory: | No |

## Primary Purpose

Under general supervision; collects wastewater samples laboratory testing; sets collection samplers at industries for testing; performs pH and temperature readings of samples; reads industrial wastewater meters at multiple locations; delivers samples to contract laboratory for additional testing and analysis.

## Essential Job Functions

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.*

1. Collects wastewater samples from the City's treatment plants and industrial sites; delivers samples to laboratories for testing and analysis.
2. Inspects wastewater samples at both treatment plants; performs pH and temperature readings of samples.
3. Sets and programs automatic sampling equipment at various industrial/manufacturing facilities; delivers collected samples to a contract laboratory for testing.
4. Checks temperature and pH at industrial/manufacturing facilities; collects spot "grab samples" to ensure compliance with City permits and State and Federal environmental protection regulations, standards, and guidelines regarding hazardous waste discharge.
5. Sets, programs, cleans, maintains, and repairs automatic sampling equipment to ensure efficient operating conditions.
6. Reads industrial wastewater meters monthly; reports data to the Pretreatment Inspector.
7. Ensures proper operation of sewage lift stations by inspecting lift stations on an established schedule; performs scheduled routine maintenance and minor repairs as required.
8. Mows, trims, and performs other clean-up work at lift station sites.
9. Serves as a backup Wastewater Plant Operator.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

## Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** Standard laboratory tests conducted to monitor amounts of solids and pH of raw sewage and treated effluent; State and Federal regulations, standards, and criteria regarding discharge of effluent; general principles and practices of wastewater treatment; State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations; general building/grounds maintenance and repair practices; Microsoft Office Suite.

**Skill in:** Establishing and maintaining effective working relationships with other staff and industrial representations; following complex oral and written instructions, procedures, and guidelines; operating, programming, maintaining, and repairing automatic sampling equipment; operating, maintaining, and repairing wastewater treatment plant and lift station equipment; Microsoft Office Suite.

**Education:** High school diploma or GED equivalent required.

**Experience:** Prior work experience or training at a wastewater treatment plant or laboratory is preferred, but not required.

**Licenses and Certifications:** Possess and maintain a valid state issued driver's license. Possess a Missouri Class D Wastewater License within one year of appointment.

## Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to medium physical work in confined spaces and including grounds maintenance; operate a variety of hand, lawn, power tools, and equipment; extract test sample and perform sample testing; inspects sewage treatment sites; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Employees regularly stand and walk. Positions in this classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, crawl, push, and pull materials and objects weighing up to 100 pounds, with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes, toxic chemicals, odors, and airborne particles; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and moving mechanical parts, and other hazards due to risk of electrical shock and vibration.

## Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

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| Revision Date: 11/01/2021 | Type of Change: Update position |
| Revision details: City-wide job description revision and updates. | |