Job Description

Job Title:	Wastewater Laboratory Technician	Classification:	Classified
Department:	Public Works	Grade:	170
Occupational Group:	Laboratory	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs laboratory tests on raw and treated wastewater and other substances; records test results and data.

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. Performs daily tests on wastewater samples in various stages of treatment to ensure compliance of environmental standards.
2. Operates, cleans, calibrates, and maintains laboratory equipment and instruments.
3. Calculates results from raw laboratory data; logs results; maintains accurate test records to facilitate preparation of various State and Federal wastewater treatment reports.
4. Prepares reagents, standards, and test solutions as needed.
5. Resolves day-to-day questions/problems from treatment plant operators regarding appropriate materials, methods, and procedures to be used in collecting treatment plant samples.
6. Assists with data entry and other duties as needed.
7. Collects samples; performs on-site analysis as necessary.
8. 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

- Performs custodial duties in the laboratory such as dusting, sweeping, mopping, and trash removal to maintain cleanliness of the laboratory.
- 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: Laboratory equipment and instruments, and the safe and effective use; hazards and safety precautions relating to using chemicals; performing tests on potentially hazardous substances; chemistry and/or biochemistry; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other staff and the public; effectively communicating both orally and in writing; recordkeeping; preparing variety of reports;

understanding and using chemical and mathematical equations and calculations; following complex oral and written instructions, procedures, and guidelines; operating and maintaining standard laboratory equipment, automatic samplers and instruments; Microsoft Office Suite.

Education: Completion of technical education or training directly related to water and wastewater analysis is required. Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Biology, or related discipline is preferred.

Experience: Two years of full-time experience performing analytical tests in a laboratory is preferred but experience may be substituted for education on a year-for-year basis.

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

Physical Demands Requirements and Working Conditions

This position works primarily in an indoor laboratory with significant standing and sitting in the work area. Finger dexterity is needed to access, enter, and retrieve data, to operate standard office equipment, and calibrate instruments; prepares filters, reagents, and uses clearing solutions safely; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Employees work in an indoor environment with limited noise levels, controlled temperature conditions, and no direct daily exposure to the public.

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.

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