



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***WPC Laboratory Technician***

**Department: Water Pollution Control   Reports to: Pretreatment/Laboratory Superv.   Pay Grade: H07**  
**Date Established: 3/2014   Date Revised: 12/2017   FLSA Status: Non-Exempt**

#### **CLASSIFICATION SUMMARY**

The WPC Laboratory Technician performs laboratory testing and analysis on wastewater discharge, including drinking water, storm runoff, river and biosolids, to ensure the City is in compliance with state and federal wastewater standards. The job conducts high quality analytical testing and generates data for regulatory compliance, calibrates lab equipment and conducts preventative corrective actions as needed. The job also completes and documents test results.

The job works closely with the Pre-Treatment Technician to perform commercial and industrial business inspections and collect wastewater discharge for analysis and cross-trains to perform the duties of the WPC Pre-Treatment Technician as needed.

The job requires State of Idaho Laboratory II License, with knowledge of the methods, techniques, and objectives of collecting and preparing samples for laboratory testing and analysis to ensure the City remains in compliance with the Federal Clean Water Act and other applicable City, state, and federal wastewater discharge statutes and requirements and the methods, techniques, and objectives of collection, sampling, and testing equipment operation and calibration. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and laboratory environment which may include exposure to hazardous or toxic waste material. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Performs laboratory testing on samples to ensure the City remains in compliance with the Federal Clean Water Act and other applicable City, state, and federal wastewater discharge statutes and requirements. Performs laboratory testing of treatment plant effluent and industrial and commercial wastewater, drinking water, storm runoff, river, and biosolids. Performs field inspections and verifications, as needed. Maintains testing records, logs, and database. Prepares periodic reports. Calibrates and maintains laboratory sampling, testing, and analysis equipment. Maintains inventory of testing chemicals and reagents.

Performs commercial and industrial business inspections, monitors and collects wastewater discharge, including field inspections and sampling of wastewater as needed. Maintains inspection records and logs.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

**Knowledge of:**

- Methods, techniques, and objectives of collecting and preparing samples for laboratory testing and analysis to ensure the City remains in compliance with the Federal Clean Water Act and other applicable City, state, and federal wastewater discharge statutes and requirements;
- Methods, techniques, and objectives of collection, sampling, and testing equipment operation and calibration;
- Data collection and recording methods, techniques, and objectives;
- Laboratory equipment calibration, operation, and maintenance methods and techniques;
- Federal, state, local, and other applicable statutes, codes, and regulations for wastewater testing and discharge;
- Federal regulations and City policies regarding safe work practices relating to use of equipment and power tools;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Perform laboratory testing on samples to ensure the City remains in compliance with the Federal Clean Water Act and other applicable City, state, and federal wastewater discharge statutes and requirements;
- Perform laboratory testing of industrial and commercial wastewater, drinking water, storm runoff, river, and biosolids to ensure City compliance with state, federal, and all applicable standards;
- Maintain testing records, logs, and database. Prepare periodic written reports;
- Calibrate and maintain laboratory sampling, testing, and analysis equipment. Maintain inventory of testing chemicals and reagents;
- Perform sampling, testing, and analysis of City sewage treatment plant effluent to ensure compliance with local, state, federal, and other applicable standards and regulations;
- Operate a motor vehicle;
- Operate a personal computer and job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR LICENSSES**

- High school diploma or GED; and
- Associates Degree in environmental science or a related field is required;
- State of Idaho Laboratory II License is required\*;
- Idaho driver's license required;
- One (1) to two (2) years laboratory experience preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and operating a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*Hiring Note:**

The WPC Laboratory Technician requires a State of Idaho Laboratory II License within eighteen (18) months of hire. Failure to secure this license by the established date will violate the terms of the position and will result in layoff from the position.