



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

WPC Lead Pretreatment/Laboratory Technician

Department: Water Pollution Control Reports to: Pretreatment/Laboratory Superv. Pay Grade: H08
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The WPC Lead Pretreatment/Laboratory Technician establishes testing procedures, performs analytical laboratory testing, maintains records of lab data and conducts field inspections to monitor and ensure commercial and industrial business discharge is in compliance with local, state and federal wastewater standards. The job serves as a Lead Worker to assist and/or respond to questions from the Laboratory Technician and the Pre-Treatment Technician and serves as a back-up to the Lab/Pretreatment Supervisor in that person's absence.

The job requires a Pretreatment Certification and a State of Idaho Laboratory II License. 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, laboratory, and field testing and inspection environment which may include exposure to adverse weather conditions and hazardous or toxic waste material. The noise level is generally moderate.

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

Performs analytical tests to meet the National Pollutant Discharge Eliminations System permit requirements for the Wastewater Treatment Plant. Calculates and reports data used for regulatory compliance and engineering studies. Develops new procedures; researches acceptable methods, sets-up instrumentation, calibration, calibration verifications, minimum detection limit study and linearity study. Conducts preventive maintenance and performs corrective action on a variety of laboratory equipment.

Assists in implementing the monitoring and enforcement of the pretreatment program by collecting/analyzing commercial and industrial wastewater samples; Conducts inspections, monitors and collects wastewater discharge, and investigates complaints and spills 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. Creates and maintains database of permit, inspection, and testing information. Prepares periodic reports.

Serves as a back-up to the Lab/Pretreatment Supervisor to perform duties and direct staff in that person's absence. Assists in educational programs about wastewater and pretreatment. Presents public programs on wastewater pretreatment and related environmental programs.

Responds, investigates and works to resolve citizen complaints.

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 performing commercial and industrial inspections, monitoring and testing wastewater discharge, and investigating complaints and spills;
- Methods, techniques, and objectives of collecting, preparing and testing samples for laboratory testing and analysis;
- Laboratory testing requirements for the Quality Assurance/Quality Control program required by State/Federal certification;
- Data collection and recording methods, techniques, and objectives;
- Laboratory equipment 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;
- Prepare and analyze laboratory data required for the QA/QC program;
- Review and monitor laboratory equipment and procedures for tests to troubleshoot and resolve areas of concern;
- Perform commercial and industrial business inspections, monitor and test wastewater discharge, and investigate complaints and spills;
- Maintain inspection and laboratory testing records and logs. Create and maintain database of permit, inspection, and testing information. Prepare periodic written reports;
- Operate and maintain laboratory sampling, testing, and analysis equipment;
- Present public programs on wastewater pretreatment and related environmental programs;
- 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 CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree in environmental science or a related field is required;
- Pretreatment Facility Inspection Certification and State of Idaho Wastewater I License is required*;
- Idaho driver's license required;
- At least two years' laboratory and pretreatment 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, bend, and may work in confined spaces. 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 Lead Pretreatment/Laboratory Supervisor requires a Pretreatment Facility Inspection Certification and State of Idaho Wastewater I License within eighteen (18) months of hire. Failure to secure these certifications/licenses by the established date will violate the terms of the position and will result in layoff from the position.