

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	WPCF Superintendent	JOB FAMILY	Public Works
PAY GRADE	8	DATE OF LAST REVIEW	September 2024

**NATURE OF WORK**

This second level within the Public Works family and the Laboratory Operations is a skilled supervisory position in the operation of a Certified Environmental Laboratory located at the City's Grade IV Activated Sludge Water Pollution Control Facility reporting directly to the Superintendent. This position will directly supervise and coordinate the activities of laboratory technician(s). This position manages the laboratory quality control program, making appropriate changes to the quality control tests, procedures and reports as necessary to stay compliant with changes in regulation / testing methods. This position will also perform any combination of routine and advanced analyses on environmental, industrial, and biological wastewaters.

**DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)***

1. Performs any combination of routine and advanced analysis on environmental, industrial and biological waste waters.
2. Collects samples of raw, partially treated, and treated wastewater within the plant, assists in collecting samples for CSOs, TMDLs and MS4.
3. Prepares chemical and bacteriological media, reagents, and test solutions routinely used in the laboratory.
4. Operates equipment and performs routine chemical and physical tests as directed.
5. Develops and maintains Quality Assurance/Quality Control program in accordance with Best Laboratory Practices as well as lab safety programs.
6. Maintains test results, records, and prepares data sheets. Prepares, or assists in preparation of reports.
7. Assembles instruments and equipment for analytical or research work.
8. Cleans, maintains, and stores instruments and equipment; Maintains inventory of laboratory chemicals and supplies and complies with purchasing procedures when ordering parts, materials, and services; Performs custodial duties in laboratory

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**SUPERVISORY RESPONSIBILITIES**

Evaluates and signs performance reviews, approves timecards, conducts job interviews, rewards/disciplines, etc. for regular, part-time and/or contracted employees;

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree from an accredited college in chemistry, microbiology, or related science, including laboratory fundamentals and practice.

AND

Two (2) years of full-time experience in a water or wastewater treatment plant laboratory.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver's license.

Iowa Grade 2 Wastewater Operators Certification preferred

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of approved methods, instruments and equipment for wastewater analysis;
- Organize workload;
- Prioritize samples to meet required holding times;
- Arithmetic, algebra, geometry, and trigonometry;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Calculate financial statements, ratios, proportions and percentages;
- Read, understand and calculate engineering data, including basic concepts of algebra, geometry, and trigonometry;
- Summarize and simplify complex technical information;
- Maintaining confidentiality;
- Using computers and related software applications; including Microsoft Office Suite (Word, Excel, Outlook);
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing and descending steps, reaching, sitting, pushing, pulling, lifting, standing, walking, fingering, grasping, seeing, and repetitive movements.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, lab coat.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test

Personality

- Employee Personality Profile
- Workplace Safety Profile

Interview

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by CHM
November 2023	Updated by BC
April 2024	Updated from department feedback by BC
September 2024	Added Position Assessments by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.