

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Laboratory Chemist	JOB FAMILY	Public Works
PAY GRADE	5 / Lab Technician	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
This first level within the Public Works family and the Laboratory Operations Series is a skilled position analyzing wastewater at our Water Pollution Control Facility. This position is responsible for sampling, testing samples, recording results and providing results to appropriate personnel. This position also conducts procedures and protocols as set forth by the latest edition of Standard Methods.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Conducts testing in accordance with WPCF SOPs and Quality Control standards; conducts laboratory testing to assist in plant operations, including, but not limited to %TS and MLSS.
2.	Analyzes, records and reports wastewater samples as directed by Laboratory Chemist.
3.	Updates wasting calculator in accurate and timely manner.
4.	Understands operation and calibration of laboratory equipment, such as, DO, pH meters and balances.
5.	Receives and processes samples from outside clients.
6.	Maintains laboratory records; accurately assembles, calculates, maintains or distributes results.
7.	Cleans laboratory area and instruments, and lab equipment; maintenance and troubleshooting of lab equipment.
8.	Manages day to day operation of laboratory, in the absence of the Laboratory Supervisor.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Associate's Degree or two-year technical degree in related field. AND Two (2) years of lab experience OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license.

SKILL / ABILITIES REQUIREMENTS

- Knowledge of approved methods, instruments and equipment used for wastewater analysis;
- Prioritize samples to meet required holding times;
- Knowledge of biology and chemistry;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
- Recordkeeping principles;
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- Understand risks of working with raw sewage and use of appropriate personal protective equipment;
- Understand risks of exposure to gases generated in the wastewater process and noxious fumes in the laboratory;
- Knowledge of chemicals used in wastewater analysis and their Safety Data Sheets;
- Knowledge of safe laboratory and workplace practices;
- 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: 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 per PDQ by BC
April 2024	Updated from department feedback by BC
September 2024	Added Position Assessments by BC

EEOC
<i>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.</i>

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.