



## CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> LABORATORY TECHNICIAN	<b>JOB #:</b> 3010	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> WASTEWATER/STORMWATER MANAGER OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

### **GENERAL SUMMARY**

Under the direction of the Wastewater/Stormwater Manager or designee, directs and participates in the laboratory testing of water and wastewater at the Wastewater Treatment Facility; prepares monthly and semi-annual State and Federal reports and other specialized reports concerning the results of the laboratory tests and makes recommendations based on test results regarding plant process control. Subject to work after hours and weekends as needed. Participates in pretreatment programs, records, reporting, inspections and software management.

### **ESSENTIAL JOB FUNCTIONS**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Schedules, assigns, reviews, directs and participates in performing work activities of the laboratory and some field analysis throughout the wastewater collections system and compost facility.
- Implements and oversees laboratory quality assurance and quality control program following State guidelines.
- Performs, interprets, evaluates and records standard laboratory tests on water and wastewater samples.
- Prepares monthly and semi-annual State and Federal reports and other specialized reports concerning the results of the laboratory tests and makes recommendations based on test results regarding plant process control.
- Assists with maintaining related pretreatment records and reports.
- Oversees, performs, checks and operates a variety of wastewater treatment laboratory testing equipment and assists with sampler installation, maintenance, monitoring and collection
- Ensures all laboratory safety policies and procedures are being followed.

- Performs, interprets, evaluates and records standard laboratory tests on bio solids and compost samples and assists with pretreatment program sampling, shipping and chain of custody
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

*Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.*

**Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Wastewater treatment, plant operations, activates sludge process controls, and laboratory testing practices and procedures.
- Applicable health and safety policy, procedures and practices.
- Wastewater testing practices.
- Policies and procedures applicable to laboratory operation.

**Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written instructions.
- Follow safety and health regulations.
- Observe legal and defensive driving practices.
- Operate standard laboratory equipment (computers, spectrophotometer, drying oven, muffle furnace, weighing balance, BOD incubator, dissolved oxygen meter, and pH meter, etc.).
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.



**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent, supplemented by one (1) year of college-level course work in chemistry or other science-related field.
- Three (3) years of experience in a wastewater laboratory.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid driver's license upon hire date.
- Washington State Group II Wastewater Operator Certification upon eligibility to test.

**WORKING CONDITIONS**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Environment:**

- Most work is typically performed at the wastewater treatment plant laboratory; some work may be performed in the field.
- The field work of this position involves some work outdoors on a year round basis and may be subject to extreme weather conditions.
- Work requires performing laboratory testing and analysis on wastewater and sludges. A laboratory technician may encounter dust, noise and fumes typically associated with construction work.
- Laboratory technician may work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or sampling at a remote site, or within the wastewater treatment plant.
- May be exposed to moving mechanical parts and vehicles within the wastewater treatment plant or at a remote sampling site.

**Physical Demands:**

- Operate a motorized vehicle, which may include inclement weather conditions.
- Ability to operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, stretch, as well as the ability to climb ladders and stairs.
- Ability to walk through the wastewater treatment plant, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. using proper lifting techniques.

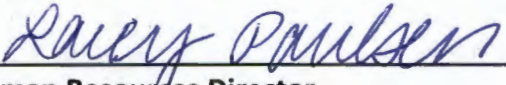
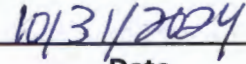

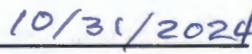
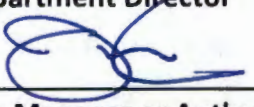
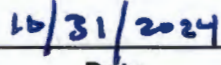
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

**SELECTION GUIDELINES**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date