

WATER PLANT LABORATORY TECHNICIAN

GENERAL STATEMENT OF DUTIES

Perform all laboratory analysis. Perform operational duties of the plant when needed in accordance with the laws and regulations.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the Water Plant Superintendent and/or the Water Chief Operator.

SUPERVISION EXERCISED

Supervises the Assistant Laboratory Technician and may provide direction to plant operators.

JOB DUTIES

- Performs all duties of Plant Operator when so assigned.
- Standardize and operate all laboratory equipment and perform analysis on water from streams, reservoirs, water plant, distribution system, and from other communities.
- Keep accurate records and inventory control of materials and equipment which includes comparing costs, ordering all lab materials, chemicals, and equipment.
- Train operators in lab testing procedures. Prepare operators for limited chemical certification by the Ohio EPA and Ohio Department of Health. Prepare the Assistant Lab Technician for full bacteria and chemical certification by the Ohio EPA and the Ohio Department of Health.
- Establishes and supervises laboratory quality control program.
- Responsible for insuring compliance with regulatory monitoring, sampling, testing, and reporting as required by regulatory agencies.
- Direct operators to increase/decrease chemical dosages per test results.
- Keep lab equipment clean and set up routine maintenance contracts for such equipment.

- Answer telephone, direct calls, answer questions and take messages.
- Give plant tours and explain the purpose of the laboratory and water analysis.
- Assist plant operators in operation of the water plant during emergencies or maintenance. Fill in for an operator during absence. Assist in the repair of plant equipment during major breakdowns.
- Attend schools and workshops as required to keep up-to-date on job requirements and educational contact hours required for license renewal..
- Investigate water customer complaints.
- Maintain both bacteria and chemical certification by the Ohio EPA and the Ohio Department of Health.
- Pass the annual water supply laboratory performance evaluations required by regulatory agencies.
- Collect distribution water samples from various Oberlin locations for analysis. Collect SWDA water samples in accordance with the Ohio Department of Health and the Ohio EPA requirements for mandatory Ohio EPA analysis in a commercial laboratory.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. At least two (2) years experience in a laboratory. Some college level courses in Microbiology, Chemistry or Biology desired. Satisfactory completion of seminars, training sessions, and course work related to water laboratories. High school diploma or equivalent. Completion of two college classes in either Chemistry or Microbiology, or equivalent experience in a laboratory. Satisfactory completion of Advanced Water Treatment and Laboratory Testing courses. Must show mathematical ability, communication skills, planning and organizing skills, knowledge of water treatment process, operations, record keeping, and must be able to function with co-workers as a team. Must have a telephone where one can be reached for call-outs and emergencies.

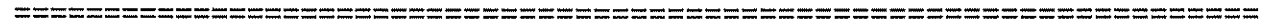
UNUSUAL OR SPECIAL WORKING CONDITIONS

May be required to work rotating shift including weekends and holidays.

Responds to call-outs in times of emergency or other times of need.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.
- Class III Water Supply Operator's License from the Ohio EPA.
- Full bacteria and chemical certification by the Ohio EPA and the Ohio Department of Health.



Paygrade: IBEW Contract
F.L.S.A. Rating: Non-Exempt

Classification: Provisional
Civil Service Rating: Classified -
Non-competitive