



City of Kingman, Arizona

Classification: Wastewater Laboratory Analyst

Department: Public Works

Accountable To: Wastewater Superintendent

Created/Revised Date: July 2015

FLSA Status: Non-Exempt **Salary Grade:** 211 **Band:** C **EEO4:** 3

GENERAL DESCRIPTION OF POSITION

Performs and interprets standard chemical and microbiological analysis of all types of wastewater and water samples to ensure proper wastewater plant operation, test effluent against regulatory standards, and validate testing. Calibrating, maintaining and cleaning lab equipment, preparing sample bottles, ensuring chain of custody is documented, completing logs and data sheets, and receiving, checking-in and storing laboratory supplies.

SUPERVISION RECEIVED

Works under the supervision of the Wastewater Treatment Plant Operator IV and/or Wastewater Superintendent. .

SUPERVISION EXERCISED

None generally. May supervise temporary employees, community service workers, and DOC Inmate workers as directed, or as assigned by Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs various standard chemical and microbiological tests of wastewater and water samples at various stages prior to, during, and after processing influent, effluent, partially treated sewage and sludge following standard sampling and testing methodology.
- Schedules testing by outside laboratories as needed.
- Performs quality assurance and quality control testing/reporting.
- Analyzes test results.
- Maintains current operating procedures as required by regulatory agencies and quality control programs for laboratory safety.
- Ensures laboratory meets required criteria for maintaining licensure with AZ Department of Health Services.
- Completes various documents which include recording results, logging-in sample, assigning numbers to samples, preparing bench sheets and logbooks, documenting chain of custody and gathering data for audits.
- Prepares and calibrates laboratory equipment for use.
- Cleans and maintains laboratory equipment by washing, rinsing, and sterilizing glassware, countertops, equipment and instruments.
- Insures sample hold times are met and chain-of-custody procedures are followed.
- Prepares written documentation and reporting of laboratory findings in accordance with permit requirements, and certifies accuracy of results.
- Develops and improves analytical methodology and procedures as the state of the art advances and regulatory demands increase. Coordinates with consulting engineers and other outside entities in developing new process control programs as improvements and expansions are made to the treatment works.
- Receives, checks-in and properly stores instruments and chemicals.
- Maintain inventory of equipment, supplies and chemicals.

- Trains treatment plant operators in laboratory procedures.
- Informs supervisor of out-of-compliance test results and provides technical assistance to remedy and respond appropriately.
- Answers questions from public on water, wastewater, effluent and sludge testing.
- Adheres to proper use and disposal of hazardous materials in accordance with established guidelines.
- Performs all duties in conformance to appropriate safety and security standards.
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- Performs other duties of a similar nature or level.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES:

- Performs special assignments as requested.
- May serve on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Bachelor's degree in chemistry, microbiology, or related field and two (2) years of professional water/wastewater laboratory analysis experience, OR
- Graduation from high school diploma or GED equivalent, and two (2) years qualifying experience, including one (1) year of operation experience as a Grade II certified wastewater treatment plant operator and/or Grade II certified water treatment operator.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge:

Considerable knowledge of basic principles of chemistry, biology, bacteriology, advanced mathematics and standard methods of laboratory testing; Working knowledge of operational processes and systems used in a water or wastewater treatment plant; Federal, State and local laws, regulations and procedures regarding the proper methods and techniques of operating a wastewater treatment plant facility; Various chemicals used in wastewater treatment and their volatility factors; Safe and efficient laboratory practices and procedures. Hazardous and biological materials identification with safe handling and proper disposal methods; Occupational hazards, related Federal and State OSHA regulations and standard safety precautions; Wastewater treatment plant emergency operations procedures; Proper use and disposal of hazardous materials in accordance with established guidelines.

Skills:

Skill in the care and operation of assigned equipment; Sampling techniques; Manual dexterity and vision sufficient to manipulate laboratory glassware and apparatus, take readings, and record data; Analyzing and reporting test results; preparing and maintaining clear, concise and accurate records and reports; Using computers and job-related software applications; Writing communications for administrative and technical purposes; Oral communication in one-on-one and group situations; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:

Ability to: Obtain representative samples of liquids and solids from locations throughout a wastewater treatment plant, using appropriate equipment and safety procedures; Coordinate and organize work activities; Establish and maintain effective working relationship with coworkers, supervisor, Federal, State, and other local officials, and the general public; Utilize public relations techniques in responding to inquiries and complaints; Identify maintenance needs and mechanical problems and correct or refer for repair; Follow and maintain safety standards, and identify safety problems; Promote and adhere to safe work practices; Communicate effectively verbally and in writing; Operate lab equipment; Inventory supplies and materials; Order labor materials and supplies; Understand and follow written and oral instructions; Carry out assigned projects to their completion; Communicate effectively verbally and in writing; Use appropriate tact and consideration in dealing with customer complaints and questions; Adapt to changing work priorities; Work independently, and as a team, to complete daily activities according to work schedule; Use equipment and tools properly and safely; Perform in adverse weather conditions and exposure to toxins associated with wastewater; and Wear OSHA required personal protective equipment including respirators.

SPECIAL REQUIREMENTS

- Valid Arizona Driver's license.
- Possession of current Grade II Water Treatment Operator and/or Grade II Wastewater Treatment Plant Operator.
- Possession of current Grade III Water Treatment Operator and/or Grade III Wastewater Treatment Plant Operator Certification is preferred.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

WORK ENVIRONMENT

The work environment characteristics attached to the job description 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. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____