

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Laboratory Technician – Wastewater Treatment Plant*  
**Department:** *Public Works*  
**Reports to:** *Lead Wastewater Treatment Plant Operator*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

The Laboratory Technician coordinates and performs laboratory sample collection, testing, and reporting duties, as well as training, and operator duties such as required for process control and operation of the treatment plants. Duties include instrument calibration, sampling, lab tests, diagnostics, and reports as well as maintenance, troubleshooting, modification and repair work to control the flow and processing of sewage. The Laboratory Technician assists in coordinating work with outside testing lab staff, and other Public Works divisions.

#### **Essential Job Functions:**

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Assist in project planning, special projects, and development of improved systems and procedures. Also assist in on-the-job training duties, and serve as a resource and trainer to operators and operators-in-training in proper lab procedures.
2. Independently perform chemical and microbiological tests in accordance with standards for wastewater and other samples including, but not limited to, biochemical oxygen demand, chemical oxygen demand, pH, alkalinity, grease and oil, turbidity, dissolved oxygen, suspended solids, total solids, volatile solids, volatile acids, ammonia nitrogen, fecal coliform and chlorine residual.
3. Tabulate data, maintain records and reports related to tests performed, and sign off on lab results.
4. Clean, maintain, replenish and store laboratory glassware, equipment and supplies.
5. Ensure the laboratory work conforms to regulatory agency standards, conduct or coordinate performance evaluation testing (PET), State lab audits, and third party testing.
6. Calibrate and keep records of operations and maintenance of instruments, supplies, equipment and materials used.
7. Prepare and maintain reagents and standardized chemical solutions needed to test collected samples.
8. Prepare and maintain logs of daily operations, record meter and gauge readings, weather conditions, equipment malfunctions and related information. Assist with the preparation of reports for review and approval of Supervisor, utilize computer as necessary to perform these tasks.
9. Perform treatment plant operations duties and assist in collection system maintenance duties such as lubricating pump bearings, using hand operated grease guns; clean, scrape and paint machinery, equipment and facilities.
10. Perform work in accordance with sound safety and laboratory testing practices.
11. Establish and maintain cooperative and effective working relationships with City officials, supervisors, co-workers, other City departments and the general public using good judgment, tact and courtesy.
12. Respond to public inquiries in a courteous manner and perform duties such as assessing concerns or complaints, problem solving and leading response efforts, and follow-up with customers or the public, operators, the Lead Treatment Plant Operator, or other colleagues when appropriate.
13. Serve as backup to the Wastewater Treatment Plant Operator II or Lead Treatment Plant Operator.
14. Responsible for laboratory accreditation requirements with the Department of Ecology.

#### **Associated Job Functions:**

1. Attend various workshops, continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Advanced laboratory technical knowledge of procedures and chemical reactions and equipment used to conduct tests, mathematics, chemistry and biology, and laboratory hazards and safety precautions.
- Knowledge and skill in equipment used in operation and maintenance of the City's treatment plants.
- Knowledge and use of Fluke-type multimeters.

- Knowledge and ability to use hand and power tools and equipment used in construction.
- Knowledge of mechanics and basic electricity.
- Advanced technical knowledge of standard wastewater mathematics, chemistry and biology.
- Good oral and written communication skills including preparing technical manuals.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to apply practical knowledge of process control, laboratory testing, technical matters, training, and operator skills to assess and resolve problems which may occur.
- Ability to work independently as well as work cooperatively with co-workers, supervisors and the general public.
- Ability to keep accurate records and to input and retrieve data on a personal computer using a maintenance management program and associated software.
- Ability to perform work in accordance with sound safety practices and procedures, as outlined in OSHA/WISHA.
- Ability to read and understand blue prints and technical scientific manuals.
- Ability to utilize laboratory instruments and specialized equipment associated with treatment plant maintenance and repair, vehicles including small and full size pick-up trucks, flat bed truck, dump truck, backhoes, crane trucks, forklifts, generators, pumps, and any other mobile equipment used by the treatment plant.
- When assigned Standby Duty, must be able to respond to City owned facilities within 30 minutes.

**Working Environment and Physical Demands:**

Work is performed at the treatment plants, in the laboratory, and in the field, requiring work out of doors in all types of weather conditions, involving exposure to hazardous chemicals, electrical hazards, noxious fumes, toxic substances and a noisy environment. Work requires normal visual and hearing acuity, substantial manual dexterity, as well as the ability to walk and stand for prolonged periods and to climb stairs and ladders, work in extremely confined spaces, high places and around reciprocating machinery; to bend, stoop, kneel while working, and move items weighing in excess of 50 pounds. Workers must be able to wear and work with half and full face cartridge respirators, SCBAs, and other applicable safety equipment. Work requires a scheduled shift that provides seven-day per week coverage, and some weekend and holiday work. Employees must also be available for on-call standby duty, and be able to report to work within thirty minutes.

**Experience and Training Requirements:**

- High school graduation or GED equivalent **with** two (2) years college-level course work in chemistry, biology, microbiology, environmental sciences or related field, **and**
- Three (3) years relevant laboratory training, of which one (1) year must be in a treatment plant environment, **and**
- Ability to obtain and maintain a Group I Wastewater Treatment Operator Certificate and a Wastewater Collection I Certificate within one (1) year of hire date.
- Must obtain and maintain valid Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire.
- Good keyboard skills and basic familiarity with personal computer.
- Must pass background check and driver's abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class B, with a tanker and air brake endorsement, at time of hire.
- Must be able to obtain security clearance for access to the local Navy base.
- Must pass drug screening at time of hire and periodically at the City's option.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 95

FLSA: Non-exempt

Revised: 5/99 AK, NWM/HR 7/04, HR/PW 07/05, HR/PW 1/11, HR 3/12, HR 6/15

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.