

# CITY OF PULLMAN, WASHINGTON

## CLASS SPECIFICATION

### WASTEWATER TREATMENT PLANT LAB MANAGER

2408

#### GENERAL PURPOSE:

Performs a variety of chemical and bacteriological laboratory tests for the City's wastewater system and recommends corrective actions and system adjustments; creates and maintains laboratory software and reporting systems.

#### CLASSIFICATION SUMMARY:

Performs a variety of standardized chemical and bacteriological laboratory tests on wastewater influent and effluent. Maintains quality control standards. Creates, maintains and records test results in automated or manual recording systems. Prepares samples for shipment to laboratories for complex chemical or bacteriological analysis. Reports to the wastewater treatment plant supervisor who reviews test results and authorizes changes in treatment processes. Position is responsible for supervising, monitoring, and evaluating WWTP Operators as it relates the collection of samples and other laboratory-related duties as well as participating in the recruitment and potential discipline of WWTP Operators for lab-related performance. Laboratory work is performed according to standard procedures and is reviewed for accuracy of tests conducted, accuracy of records, and condition of the laboratory. Work is performed independently according to established department procedures.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct various chemical and bacteriological analysis on the City's wastewater and stormwater, including receiving samples, assembly of laboratory equipment, preparation of reagents and testing solutions, operation of laboratory equipment and cleanup.

Implement standards for laboratory QA/QC, conduct QA/QC analyses and reports QA/QC problems to supervisor.

Review, propose update, and make updates in laboratory O & M Manual.

Maintain inventory of labs supplies and chemicals. Responsible for ordering all lab related supplies.

Provide yearly budgeting estimates to supervisor to support laboratory operations and equipment needs.

Oversee laboratory and pretreatment program historical data storage including data entry of electronic data into the city's computerized laboratory program and maintaining the laboratory and pretreatment program paper filing system.

Conduct training and public educational sessions on laboratory safety, laboratory operations, the city's pretreatment program requirements, and other laboratory or pretreatment related subjects.

Oversee the city's pretreatment program, including review and recommendations concerning pretreatment requirements for new and existing users, inspections of users to establish compliance with existing local, state, and federal mandated requirements. Gather and maintains records/documentation of pretreatment activities within the city. Create and maintain sound public relations with new and existing users that is based on a teamwork approach.

Plan, organize, and conducts and reports on investigations, audits, surveillance, monitoring, inspections, sampling, analyses, research, training, outreach, permitting, and other pretreatment related activities and programs.

Work directly with state regulatory agencies to maintain laboratory accreditation.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Performs other duties as assigned.

### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

#### Knowledge of:

- Wastewater concepts, practices, procedures, and regulations;
- Local, state, and federal pretreatment regulations;
- Laboratory equipment, preparation of reagents and testing solutions;
- Computer operation, basic software functions including Visual Basic programming and report generation;
- Principles and terminology of chemistry and bacteriology related to the analysis of wastewater.

#### Ability to:

- Operate wastewater laboratory equipment;
- Follow test procedures precisely and to accurately record actual test results;
- Stand for long periods of time;
- Operate personal computer to enter data and generate reports;
- Establish and maintain effective working relationships with supervisor and co-workers;
- Recognize and identify test results which do not meet standards set by the plant or the state and to immediately inform supervisor;
- Keep work area and laboratory equipment clean;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Safely operate a motor vehicle as evidenced by a good driving record;
- Physically perform the essential functions of the job.

### MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Associate's degree in microbiology, chemistry, or related field with a Bachelor's degree preferred; two years experience conducting laboratory tests and/or working in a municipal industrial pretreatment program; or substituting course work or training in wastewater treatment, chemistry, biological, or bacteriological laboratory procedures for the experience; or substituting an equivalent combination of experience and training. Possession of a valid driver's license.

**TOOLS AND EQUIPMENT USED:**

A variety of laboratory equipment including analytical balance, desiccator, drying oven, furnace, distillation apparatus, vacuum pump, COD reactor, SPEC 20 spectrophotometer, centrifuge, ion-specific electrode meter, pH meter, autoclave, incubator, lab water purification system, dissolved oxygen meter; personal computer skills including knowledge of Microsoft Office applications, including Outlook email program; and motor vehicle.

**WORK ENVIRONMENT:**

(The work environment characteristics described here 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.)

While performing the duties of this job, most of the work will be completed in a laboratory, office, or remote commercial establishments. Employees will have frequent exposure to toxic or caustic chemical or biological hazards. Occasionally works in areas near moving mechanical parts and is subject to exposure of wet and/or humid conditions, fumes, or airborne particles.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually moderately loud.

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

FLSA Classification: Non-Exempt

Adopted: 1/07