**City of Pendleton**

## Job Description

**Laboratory Technician I**

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| **Department**: Public Works – Sewer Division | **FLSA**: Non-exempt |
| **Reports to**: WWTRRF Superintendent  | **Representation**: SEIU |
| **Pay Range**: Range 20 | **Date**: April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs laboratory work related to regulatory requirements and wastewater plant process control. Oversees all sampling and analysis; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Laboratory testing: Performs laboratory tests of the Wastewater Treatment Resource Recovery Facility (WWTRRF), including, but not limited to: biochemical oxygen demand, total suspended solids, volatile suspended solids, total solids, volatile solids, ammonia ISE (ion sensing electrode), and volatile fatty acid analysis. Collects samples either manually or by programming equipment for automated sample collection; tests for biological and/or physical characteristics as required by the National Pollution Discharge Elimination System (NPDES) permit or needed for plant control testing purposes. Test results and/or analysis of tests are submitted to the Plant Superintendent for action. Monitors and tracks trends and patterns of test results and recommends courses of action to the Plant Superintendent. Conducts laboratory testing for other local municipalities, including the same types of tests as conducted for the City.

2. Supervision/Training: Oversees the work of the employees while in the lab such as when conducting ultra-low total chlorine testing. Conducts initial and bi-annual proficiency testing for employees assigned to the lab for quality assurance. Cross-trains employees to cover during absences and trains employees to assist in the lab as needed.

3. Quality Control: Operates quality control program to ensure the accuracy of data produced by the lab. Conducts the data monitoring quality assurance studies and submits them to appropriate regulatory agencies. Maintains quality assurance and test records. Analyzes test results for conformance with standards. Performs quality assurance tests required for each analytical method used.

4. Calibrates and maintains laboratory and process equipment as required (daily, weekly, monthly) for assuring accurate measurements. Maintains records of calibrations.

5. Prepares monthly statements for the Finance Department of tests conducted for other municipalities for invoicing. Prepares receipts from septage receiving and submits them monthly to the Finance Department.

6. Laboratory Certification: Maintains Pendleton Wastewater Treatment Plant Laboratory certification through Oregon Environmental Laboratory Accreditation Program (ORELAP) for total coliform/E. coli bacteriological drinking water testing. Must maintain laboratory in accordance with ORELAP requirements in preparation for inspection.

7. Recordkeeping: Processes and maintains records of drinking water samples and maintain records as required by Department of Human Services (DHS), or Oregon Health Authority (OHA) effective July 2011, and ORELAP. Record-keeping requirements include: time sample received, sample validity test records; sample numbers; and log book. Submits process sample test results to City of Pendleton and DHS, or OHA, as required. Reports any samples that exceed allowable parameters according to the City’s ORELAP requirements.

8. Works in the plant with the operators as needed or if emergency operations require more personnel.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Works with WWTP Superintendent to determine if special tests are within the scope and capabilities of the lab. Conduct any special project testing as determined appropriate by the Plant Superintendent.

2. Attends training, staff meetings, safety meetings, etc.

3. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, what separates this job from others in the series?)*

Lower qualifications than the Laboratory Technician II. Four hours of Microbiology not required at time of hire. Does not meet the requirements for Laboratory Technical Director as specified in the TIN Standards.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards.)*

1**. Education & Experience:**

1. Associates Degree from an accredited college or university is required. Degree must be in an appropriate field of sciences or applied science; or
2. Two years of equivalent and successful college education may be substituted for the Associate’s Degree.
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: One year of work experience in a position where written technical instructions are followed. Examples: laboratory, military maintenance where a computerized maintenance program was used, industrial process control testing; College laboratory experience of at least four semester hours that include organic chemistry.

1. Satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:** *(Note any specific knowledge, skills or abilities needed for this position.)*

1. Knowledge of methods, techniques, materials and equipment related to laboratory operations.

b) Knowledge of quality control and quality assurance techniques related to laboratory testing.

c) Working knowledge of data entry, word processing and spreadsheet programs.

d) Ability to multi-task in a laboratory environment.

e) Ability to diagnose and analyze problems with laboratory data and recommend and/or institute a corrective action.

f) Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement, and other applications related to operation and maintenance activities for the department.

g) Knowledge of City policies, procedures, regulations and codes related to area of responsibility.

h) Knowledge of safety standards, practices and procedures applicable to area of assignment.

i) Ability to work independently in the absence of direct supervision.

j) Ability to communicate effectively, verbally and in writing, in English.

k) Ability to understand, analyze and interpret technical papers.

l) Ability to respond to emergencies on a 24-hour basis.

m) Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc., and other face-to-face job requirements.

n) Ability to establish and maintain effective working relationships.

o) Ability to work as a team member.

p) Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.

q) Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.

r) Ability to perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) [x]  Must possess at time of hire or obtain within two (2) years a Department of Environmental Quality (DEQ) Wastewater Treatment Level 1 certification.

d) [x]  Must pass a course of four semester hours in Microbiology within three (3) years of hire.

e) [ ]  Must obtain Environmental Quality (DEQ) Wastewater Treatment Level 3 within five (5) years of hire.

4. **Tools and Equipment Used:**

a) Variety of laboratory equipment including, but not limited to: pH meters, drying ovens, muffle furnace, spectrophotometer, and assorted sampling devices.

b) Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

c) Vehicle - Car/pickup/van/SUV

d) Variety of hand tools such as drills, knives, screwdrivers etc. that are needed to maintain and calibrate laboratory and sampling equipment.

5. **Supervision:**

a) This position does not supervise any other staff.

b) This position does provide lead worker direction to assigned staff working in the laboratory.

c) This position reports to the WWTRRF Superintendent. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

[ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff, customers and/or vendors.

[ ]  Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: (*Check the one that most closely aligns to position.)*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

8*.* **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **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.)*

1. Work is performed primarily indoors in a laboratory setting. Daily outdoor exposure for sampling is required.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard)*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment  **less than 1%**

[x]  Exposure to toxic elements/hazardous chemicals  **less than 1%**

[x]  Work at heights in excess of 20 feet  **less than 1%**

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes  **less than 10%**

[x]  Isolation  **0-95%**

[x]  Exposure to light or noise extremes  **less than 1%**

[ ]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury  **tripping/lifting-less than 1%**

[x]  Significant physical exertion required to **assist operators-less than 2%**

[x]  Other (describe) **extended periods of standing- 50%**

1. General hours of work are 7:30 a.m. – 4:00 p.m. Monday – Friday. Variations include: *(Check all that apply*)

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

☐ None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

c) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost

*The position classification 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.*

Drafted: February 2010

Adopted: April 2010

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.**

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.