

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Wastewater Laboratory Assistant	Grade Level:	15
CLASSIFICATION:	Non-Exempt	Dept:	WUD
CREATED:	10/20/2009	REV DATES:	3/9/2022

Job Description:	Provides oversight of all Water and Wastewater activities in the absence of the Director and/or Lab Supervisor. Coordinates and supervises the performance of all laboratory work at the wastewater treatment facility. Recommends process control adjustments. Prepares NPDES monthly reports for regulatory agencies. Assists with administrative review of quarterly reports received from significant users participating in the Industrial Pretreatment Program.
Accountability:	Reports to Water Utilities Director and/or Lab Supervisor.
Equipment Used:	Equipment utilized but not limited to includes: compound microscope, analytical balance, incubators, various analysis and testing equipment, pH meter, autoclave, vacuum pump, composite sampler, dissolved oxygen meters, atmospheric testing apparatus, computer.
Environment:	Inside: <u> 80 </u> % Outside: <u> 20 </u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p> <ol style="list-style-type: none"> 1. In the absence of the Water Utilities Director and/or Laboratory Supervisor, provides the Superintendent, Board of Commissioners and/or officials with information relative to the overall functioning of the Water Utilities laboratory, process control operations, and Industrial Pretreatment Program. 2. Develops, maintains and upgrades standard sampling analysis and reporting procedures as they pertain to the wastewater/water systems. 3. Directs, trains and supervises personnel assisting with laboratory duties. 4. Maintains a system of accurate laboratory records and logs. 5. Assures that analysis for NPDES, state monthly operating report, ground water release detection permit and other permit requirements are performed, tabulated and reported. 6. Conducts sampling and analysis of satellite community. 7. Assists in the sampling, analysis and inspection relating to laboratory functions and/or the Industrial Pretreatment Program. 8. Samples and analyzes wastewater and solids processing streams. 9. Conducts process control analysis. 10. Coordinates operational control strategies in cooperation with the Wastewater Operations Foreman and operations personnel. 11. Must be proficient and accurate in performing and interpreting results of water and wastewater analysis per standard methods and the regulatory agencies. 12. Thorough knowledge of the operation and maintenance requirements of equipment used in the laboratory. 13. Must be proficient in organizing and accumulating data to insure accessible reference by other personnel.
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Knowledge of computerized operations and maintenance management systems.

14. Reviews quarterly reports submitted by significant industrial users for compliance with Industrial Pretreatment Program, makes recommendations to the Assistant Superintendent/Laboratory Supervisor regarding compliance measures.
15. Purchases supplies following established procedures. Observes and enforces appropriate safety precautions while performing duties.
16. Available for emergencies, or additional work and/or overtime as required
17. Performs other duties as assigned.

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
LIFT up to 10 lbs.:	X				
LIFT 11 to 25 lbs.:	X				
LIFT 26 to 50 lbs.:		X			
LIFT over 50 lbs.:		X			
CARRY up to 10 lbs.:	X				
CARRY 11 to 25 lbs.:	X				
CARRY 26 to 50 lbs.:		X			
CARRY over 50 lbs.:		X			
REACH above shoulder height:	X				
REACH at shoulder height:	X				
REACH below shoulder height:	X				
PUSH/PULL:		X			
<u>HAND MANIPULATION</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
Grasping:	X				
Handling:	X				
Torquing:		X			
Fingering:	X				
Controls and Equipment:	X				

Controls & Equipment

- Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
Twisting	X				
Bending:	X				
Crawling:				X	
Squatting:		X			
Kneeling:		X			
Crouching:		X			
Climbing:	X				
Balancing:				X	

WORK SURFACE(S)

Standard office desk and chair. Concrete and tile floors. Laboratory countertops, aluminum grating, steel catwalks, asphalt and gravel surfaces.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	<u>1-3</u>								<u>1-3</u>							
Stand	<u>2-3</u>								<u>2-3</u>							
Walk	<u>1-2</u>								<u>1-2</u>							

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary to perform job effectively and correctly; warning light recognition recognition of data of various meter data output.
Tasting & Smelling:	Smelling necessary to detect smoke, fumes and leaks. Tasting not required.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year	X	1 to 2 years
X	2 to 4 years		4 to 10 years		Over 10 years
Required:		<ul style="list-style-type: none"> • Must be 18 years of age. • Valid NH Driver's License; • High school diploma or equivalent. 			
Experience		Five years experience in wastewater laboratory preferred			
Supervisory experience:		Supervisory experience beneficial			
Licensure/Certification Requirements:		NH Grade II Wastewater Treatment Certification; or the ability to obtain all within one year of employment.			
Other Training, and/or related Skills		Two years post-secondary education or equivalent credits in biology and chemistry.			

Summary of Occupational Exposures:

<p>Summary of Occupational Exposures:</p> <p>Exposure includes, but is not limited to, the following: acids & bases, compost (dust & fungus), cleaning compounds, confined spaces, electrical shock, elevated noise levels, hydrogen sulfide, polymer, potassium permanganate, raw sewage, septage, screenings, sodium hydroxide, sodium hypochlorite, sludge, biosolids, ultraviolet light, zinc orthophosphate, fuels, fluids, herbicides and pesticides.</p> <p>Normal office equipment to include; Computer, copy machine, fax machine, etc.</p>

Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> ✓ Thorough knowledge of the principles of wastewater treatment facility operation with a demonstrated proficiency in mathematics, biology and chemistry. ✓ Must be proficient and accurate in performing and interpreting results of wastewater analysis as per standard methods and the regulatory agencies, while continually striving to improve knowledge and skills relevant to the job. ✓ Ability to troubleshoot process operation of the facility and recommend measures to improve operations. ✓ Thorough knowledge of the operation and maintenance requirements of equipment used in the laboratory. ✓ Thorough knowledge of the occupational hazards associated with the facilities and the ability to observe and enforce appropriate safety precautions to be taken while performing duties. ✓ Must be proficient in organizing and accumulating data to insure accessible reference by other personnel. ✓ Knowledge of computerized operations and maintenance management systems.
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- ✓ Ability to exercise rational and timely judgment in the performance of duties.
- ✓ Ability to understand and carry out complex oral and written instructions.
- ✓ Ability to communicate effectively, both oral and in writing, and interrelate well with coworkers and deal with the general public.
- ✓ Must be dependable, responsible and conscientious.
- ✓ Has the ability to encourage and develop a cooperative work relationship between supervisors and coworkers.
- ✓ Must be able to follow established safety rules and procedures.
- ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
- ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
- ✓ Must be able to understand and follow oral and written instructions.
- ✓ May require after hours work and/or the ability to meet emergency situations as they may arise.
- ✓ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	3.9.2022
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