

GENERAL PURPOSE

Responsible for performing all laboratory analysis, and completing related record keeping. Provides routine procedures to be followed. Evaluates and interprets test results, establishes test priorities, collects, reviews and verifies data, maintains records and trend charts for process control.

SUPERVISION RECEIVED

Works under the direct supervision of the City's Environmental Services Director and the Facility Chief Operator

SUPERVISION EXERCISED

Is responsible for supervising and performing the laboratory activities of the treatment plant and related facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct or indirect instructions to operating personnel, regarding chemical requirements and adjustments changes or additions to various treatment processes.
- Responsible for maintenance and revisions of all laboratory operational and safety programs. Including, but not limited to, Laboratory QA/QC Program, Chemical Hygiene, Hazard Chemical Disposal, and Lab Safety.
- Responsible for the identification, labeling, storing, and disposal of all laboratory and Facility Hazardous Waste.
- Responsible for completing the annual Sludge Utilization Report.
- Responsible for collecting the monthly and quarterly landfill leachate sample, performing analysis and reporting results.
- Responsible for completing the daily Process Control Data Spreadsheet and develops laboratory forms and other data sheets as necessary and appropriate.
- Create a safe work environment for other facility employee that may enter or work in the lab.
- Manage the City's Industrial Pretreatment Monitoring Program. Maintains an inventory of laboratory supplies and equipment. Sets up sampling procedures and schedules.
- Train all facility operators on proper lab analysis procedures and protocol.
- Reviews wastewater literature to keep informed of new procedures, methods, materials, and changes in the field of wastewater treatment.
- Responsible for general housekeeping and maintenance of the laboratory and its equipment.

PERIPHERAL DUTIES

- Supervises and participates in Laboratory related and safety training of personnel.
- May serve on various Facility and City committees.
- Participate in Facility Outreach Programs.
- Performs public education related duties for the Environmental Department.
- Obtaining and evaluating price quotes for parts, equipment, and projects.
- In the absence of the Superintendent and the Chief Operator exercises direct supervision over plant process control.
- Performs related work as required by the Plant Superintendent.
- Makes personal observations to analyze plant performance and recommends corrective measures when and where needed.

DESIRED MINIMUM QUALIFICATIONS

- Two year Associates degree in Applied Science with analytical experience.
- Five years' experience in the wastewater field.
- A valid State of Maine Grade 3 Wastewater license.
- Two years of experience performing wastewater process control and DMR required lab tests.
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES

- A thorough understanding of the tests and procedures in "Standard Methods for the Examination of Water and Wastewater "
- Knowledge of the processes and controls of the activated sludge treatment process.
- Knowledge of bacteriology, microbiology, and filamentous bacteria for Wastewater Treatment.
- Knowledge of a Chemical Hygiene Plan and QA/QC Program for wastewater laboratories.
- A Grade III or higher Wastewater Operators License and/or the eligibility to test and pass the Grade III in 1 year.
- A NEWEA Wastewater Laboratory Analyst Certificate or ability to receive it within a year.
- Ability to effectively communicate with regulatory agencies, industrial sewer users, and city officials both orally and in writing.
- Knowledge of all safety practices related to the wastewater field and policies practiced by the Brewer Facility.
- Ability to work with little or no supervision.
- Ability to make difficult decisions, correctly.
- Ability to maintain an effective working relationship with Facility employees, other departments, and the public.
- Ability to understand and carryout written and oral instructions.

SPECIAL REQUIREMENTS

- Class B driver's license.
- Extensive experience working with wastewater lab equipment.
- Extensive computer experience, Windows and Office 97.
- Willingness to work as a Team Leader or member of a Team.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computer, a variety of lab equipment, all required safety equipment, and PPE required of any specific tasks being performed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The

employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference job check; job related tests such as Pre-employment may be required.

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 this job change.

Approval: _____
Director of Environmental Services

Approval: _____
Appointing Authority

Effective Date: *July 30, 2020*