

| PROVO CITY CLASSIFICATION SPECIFICATION |   |
|---|---|
| <b>Title:</b> Laboratory Technician     | <b>Job Code:</b> 2521                     |
| <b>Date:</b> April 30, 2018             | <b>EEO Code:</b> TE                       |
| <b>FLSA Designation:</b> Non-Exempt     | <b>Civil Service Status:</b> Covered (UC) |

**DEFINITION:** This is skilled chemical/microbiological analysis work supporting the Water Reclamation Plant Laboratory Manager and assisting with general plant operator duties.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to the Laboratory Manager or designated operations supervisor and perform all tasks under general direction. This work is distinguished by its responsibility to conduct specialized laboratory analysis of chemical and microbiological samples, with emphasis on wet chemistry.

**ESSENTIAL DUTIES:** Collect and perform physical, chemical, and microbiological analysis on water, wastewater, sludge, and other related samples; prepare and maintain automatic samplers and equipment; collect field data; conduct laboratory tests and perform analyses by retrieving data from specialized equipment including spectrophotometers, pH meters, turbidity, dissolved oxygen meters, and similar equipment; follow procedures and parameters for biochemical oxygen demand (BOD), chemical oxygen demand (COD), sludge solids (TS), suspended solids (TSS), volatile solids (TVSS), dissolved oxygen (DO), pH, microbiological tests for fecal coliforms and e-coli, ammonia nitrogen (NH<sub>3</sub>), chlorine (Cl<sub>2</sub>) residual, nutrients, and other anions and cations; read and interpret meters, charts, and other weight and measuring devices; perform calculations on data and accurately record and document all results; assist in preparing reports for WRP process controls and various regulatory agencies; maintain a safe working environment in accordance with established procedures; ensure sample preparation and analysis is conducted within established Environmental Protection Agency (EPA) approved methodologies.

Assist Laboratory Manager; recommend solutions for work problems; maintain and inventory all chemical reagents; maintain and clean laboratory in accordance with established specifications and professional requirements, including washing and cleaning glassware and equipment; perform all work in strict adherence to prescribed steps and procedures to ensure quality control; maintain current knowledge of all quality control processes; interact with City departments, vendors, and the public, including conducting public tours of the facility; perform plant operator duties including operating process equipment, electrical controls, valves, and pumps; may monitor gauges, meters, and controls and inspect facilities for operational status; may perform appropriate plant operation duties including making adjustments to processes and equipment; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate's degree in Biology, Chemistry, or Physical Science and one (1) year of job-related experience **OR** two years (2) of applicable experience in a laboratory or wastewater treatment plant **OR** an equivalent combination of education and experience [substituting each one (1) year of job related post-secondary education training/experience for six (6) months of experience]. Bachelor's degree preferred.

**License(s)/Certification(s):** A valid, lawful Driver's License is required. Must obtain Utah Grade II Wastewater Systems Operator Certificate within first twelve (12) months of employment.

**SELECTION FACTORS:** *Knowledge of:* chemistry and microbiology as directly applied to physical and biological treatment of wastewater; applicable processes, and procedures associated with chemical and biological analysis and wastewater treatment; related laws, codes, rules, and regulations governing functions of the position, including applicable EPA and OSHA regulations; research methodology and statistical analysis; functions and operations of a water reclamation plant; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* conducting water and wastewater analysis and testing; following detailed directions and procedures; performing basic to mildly complex mathematic calculations; using basic spreadsheet and word processing software; practicing trust-building behaviors. *Ability to:* assist in water treatment operations; detect and analyze production and work flow problems and implement effective solutions; quickly and accurately perform work; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Various hand tools, electric carts, computer, basic spreadsheet and word processing software, laboratory glassware, analytical scales and balances, pH meters, millivolt (ion specific) meter, turbidity meters, spectrophotometer, autoclave, digital pipettes, dissolved oxygen meters, and other equipment associated with a certified laboratory and water treatment.

**PHYSICAL DEMANDS:** Requires physical strength, conditioning, and agility to perform work such as lifting, climbing ladders, working on scaffolding, climbing stairs, working in tight quarters, and physical hand work. Must be able to lift 70 lbs.

**ENVIRONMENTAL FACTORS:** Requires regular exposure to hazardous conditions, noxious chemicals, odors, and gases. May require exposure to adverse weather conditions. *Note: Employees of this class are subject to on-call status including weekends and holidays.*

  
 \_\_\_\_\_  
 Department Director

4/26/18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

4-30-18  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.