

**TITLE:**           **WWTF LABORATORY TECHNICIAN**  
**STATUS:**       **Union/FLSA Non-Exempt**  
**GRADE:**       **13 or 14 (see licensing requirements)**

**JOB SUMMARY:**

Incumbent is responsible for performing chemical and microbiological tests to ensure that the parameters for the wastewater treatment plant discharge permit are met; maintains the quality assurance program to meet the Department of Ecology and Environmental Protection Agency requirements.

**REPORTING RELATIONSHIPS:**

This position reports to the Wastewater Treatment Facility Manager. This position does not supervise other positions but may provide guidance to other treatment facility staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Performs a variety of technical work related to chemical, physical and biological laboratory analysis of process samples in wastewater, and ensures compliance with standard testing methods, procedures and regulations; performs daily process control;
- Utilizes manual and automatic samplers to collect samples; utilizes a variety of field equipment probes, such as: pH and temperature meters, dissolved oxygen probe and core sampler; Calibrates field meters as needed such as TSS and DO meters;
- Ensures proper handling, storage and transport of samples to maintain integrity based on standard methods;
- Conducts laboratory analysis such as: pH, suspended solids, volatile and total solids, BOD, COD, ammonia, nitrate, chlorides, chlorine residual, fecal coliform and alkalinity;
- Operates a computer terminal to prepare a variety of reports and records related to lab test results according to established EPA and Department of Ecology requirements; calculates and compiles data and test records;
- Maintains State accreditation, applies appropriate analytical methods and assures equipment is maintained and operating properly in order for the lab to meet Quality Assurance/Quality Control guidelines and parameters;
- Interprets lab data and determines appropriate process control parameters and works with operators to ensure daily compliance with the parameters;
- Prepares periodic and special reports related to quality control and results of laboratory tests according to compliance and certification requirement including: discharge monitoring quality control and assurance reports, laboratory analysis worksheets, equipment maintenance and calibration records and others; submits reports to appropriate agencies or department(s) as required;
- Interprets lab data and determines appropriate laboratory corrective action; notifies operators in cases of potential permit violations as appropriate;
- Prepares and standardizes chemical reagents and establishes chemical adjustments for the process equipment;
- Maintains current knowledge of technical advances in the field; reads and remains current on new method development procedures and validation including additional testing and other procedures as required by regulatory agencies; and

- Operates and maintains a variety of test equipment such as: pH probe, incubators, autoclave, microscope, DO probes, balances, chlorine test kits, and microwave oven for class A biosolids.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles of microbiology, physics and statistics.
- Principles of activated sludge and wastewater treatment;
- NPDES, Department of Ecology and EPA accreditation and permit regulations, policies and procedures;
- Appropriate quality assurance and quality control laboratory analysis;
- Current laboratory procedures, techniques and related equipment operation, including analytical instruments utilized in water and wastewater analysis;
- Proper laboratory health and safety practices;
- General operations of a secondary treatment plant;
- Technical record keeping and report preparation techniques and practices;
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform work assignments;
- Hazardous chemical handling and disposal requirements related to MSDS; and
- Safety and health hazards inherent in wastewater treatment.

#### **Skill in:**

- Performing a variety of technical work related to chemical, physical and biological laboratory analysis of process samples in wastewater;
- Preparing periodic and special reports related to quality control and results of laboratory tests according to compliance and certification requirements;
- Operating a computer terminal to enter data, maintain records and generate reports;
- Learning department and program objectives and goals;
- Maintaining current knowledge of technological advances in the field;
- Observing health and safety regulations and procedures; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be four years of experience in water, wastewater, or a process industry laboratory that includes experience with collecting, testing, and recording a variety of test samples, and the equivalent of a two year degree in environmental science, chemistry, microbiology, or a related field. A bachelor's degree is preferred.

#### **Licensing Requirements:**

Must have the ability to earn first-aid/CPR, AED, and bloodborne pathogen cards within one year; must have the ability to earn a Group II Wastewater Treatment Operator certification from the State of Washington within four years. Upon earning all required certifications the position will be eligible for promotion to a Grade 14.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWWD CDL program

**WORKING CONDITIONS:**

Duties are primarily performed in the laboratory and in the treatment facility with exposure to various tools and equipment, wastewater systems, gases, hazardous materials, chemicals, pesticides, unpleasant odors, and loud noises.

**PHYSICAL REQUIREMENTS:**

This position typically requires walking, climbing, balancing, stooping, kneeling, crouching, crawling, pushing, pulling, lifting, grasping, finger dexterity, feeling, reaching, standing, talking, hearing, seeing and repetitive motions.

Exerting up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: April 2017  
Revised: August 2019  
Revised: September 2019