

CITY OF  
**PLATTEVILLE**  
M  
PUBLIC WORKS DEPARTMENT  
WATER & SEWER DIVISION  
JOB DESCRIPTION

**WWTP LAB TECHNICIAN**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

Performs laboratory tests to control efficiency of wastewater treatment plant. Uses results to select most effective operational procedure, determine efficiency of treatment unit processes, and identify developing treatment problems before effluent quality is affected.

**EXAMPLES OF WORK PERFORMED:**

**Section 1. Specific Activities**

- 1.1 Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state of Wisconsin and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required.
- 1.2 Maintains records on plant operation and maintenance.
- 1.3 Inspects plant equipment and machinery to determine if all equipment is operating properly, makes minor repairs and adjustments.
- 1.4 Performs quality assurance work for lab weekly.
- 1.5 Orders lab chemicals and equipment monthly.
- 1.6 Hauls sludge, as required.
- 1.7 Gives tours of plant as required.

**Section 2. Peripheral Activities**

- 2.1 Performs other duties as requested or as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Logical or scientific thinking to solve problems; several abstract and concrete variables.

Arithmetic, algebraic, and geometric calculations. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.

Skill in operation of listed tools and equipment.

Ability to file, post, and mail materials; copy data from one record to another; guide people and provide basic direction. Ability to communicate effectively, verbally or in writing, with suppliers/vendors; federal/state governmental or regulatory agencies. Employee will be familiar with details of job to do it well within 6 months.

**TOOLS AND EQUIPMENT USED:**

pH meter, D.O. meter, Mettler balance, microscope, spectrophotometer and samplers.

**CONFIDENTIAL DATA:**

None.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

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, employee frequently stands; uses eye-hand coordination; hears; tastes or smells. Employee occasionally sits; walks; drives motor vehicles; drives heavy equipment; drives at a high rate of speed; reaches; grasps; holds; talks; uses the telephone; has contact with general public/customers; works alone; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders.

Employee must be able to occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, ability to adjust focus.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree, or GED equivalent, plus 1 year of other schooling including course work in municipal engineering; 12 hours of continuing education per year to maintain certification; classes and seminars through the state; and
- 2 Related work experience of 1 to 3 years, or
- 3 Any equivalent combination of education and experience.
- 4 Valid Wisconsin commercial driver's license. Qualified to obtain a CDL with B, C, N and tanker endorsements with Air Brakes within one-year.

- 5 Wisconsin Wastewater Operator Certification including the basic level of the following but desiring the advanced:
- a. Biological Solids/Sludge Handling, Processing and Reuse- Basic
  - b. Biological Treatment: Attached Growth Processes -Basic
  - c. Biological Treatment: Suspended Growth Processes- Basic
  - d. Disinfection – Basic
  - e. Laboratory – Basic
  - f. Nutrient Removal: Total Phosphorus – Basic
  - g. Solids Separation - Basic

**STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

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, employee is exposed daily to noise from pumps in enclosed areas; dampness in tunnels and basements; equipment movement hazards from dewatering machinery, sludge truck, and over 60 pumps; dangerous chemicals/solvents from chemicals in lab, Cl<sub>2</sub> and SO<sub>2</sub>; electrical shock from control panels; fumes from plant processes.

**POSITION ACCOUNTABILITY:**

**REPORTS TO:** Works under Wastewater Treatment Plant Foreman.

**SUPERVISION EXERCISED:** None.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests 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 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 the job change.

## **CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 7/9/01

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