



POSITION DESCRIPTION

Position: Lab Technician/Maintenance Worker
Supervised By: Water and Wastewater Treatment Plant Superintendent
Supervises: None generally. May exercise supervision over temporary, or other staff, as assigned.
FLSA Status: Non-Exempt
Status: Full Time, At-Will

General Summary

Performs a variety of skilled and technical work in the collection and laboratory analysis of water and wastewater samples. Also performs semi-skilled work in the maintenance, repair, and assisting in the operation of wastewater treatment facilities and systems. The position may also provide support in the maintenance, operation, and repair of the water treatment and supply facilities.

This full time position involves some weekend hours and on-call responsibilities.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Collects samples and identifies concentrations of chemical, physical or biological characteristics of drinking water and wastewater required in accordance with local, state and Federal requirements.
2. Conducts special laboratory tests related to water and wastewater plant operations and for outside agencies.
3. Records lab results in compliance with plant procedures, state and Federal requirements.
4. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
5. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
6. Maintains, repairs and replaces a variety of wastewater processing equipment, including instruments, pumps, valves, meters, and other apparatuses.
7. Performs preventative maintenance and repairs on plant and equipment.
8. Maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
9. Contains and disposes of hazardous wastes generated by the lab.
10. Assists in the operation of the wastewater treatment plant and equipment, including monitoring the performance of the plant and recording statistical data.
11. Performs all duties in conformance to appropriate safety and security standards.
12. Responds to emergencies regarding wastewater system failures, leaks, or other problems; evaluates situation and performs necessary repairs.
13. May assist in the daily operation, maintenance, and repair of water plant, including groundwater pumps and wells, iron removal filters, fluoride and other chemical equipment, and the water distribution system.

14. Performs routine custodial, building, and grounds maintenance work at water and wastewater treatment plants.

Tools and Equipment Used: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

Required Minimum Qualifications

Education and Experience:

1. A high school diploma or a combination of a GED, training and experience is required.
2. Three (3) years of related experience in laboratory work, chemistry, and/or maintenance. Experience in public works or related utilities is preferred.
3. A current and valid Michigan Motor Vehicle Operator's license.
4. A Michigan Waste Water Treatment Plant Operator's Certification or a Michigan Water Plant Operator's Certification is desirable.

Necessary Knowledge, Skills, and Abilities:

Work involves performance of technical and manual tasks requiring some skills or special knowledge acquired through experience.

1. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance activities;
2. Working knowledge of laboratory procedures and practices;
3. Skill in operation of some of the listed tools and equipment;
4. Ability to perform process control calculations;
5. Ability to work safely;
6. Ability to communicate effectively verbally and in writing;
7. Ability to establish and maintain effective, positive working relationships with employees, supervisors, other departments, officials, and the public;
8. Ability to understand and carry out written and oral instructions.

Physical Demands and Work Environment

The physical demands and work environment 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 25 to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently 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.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.