



## POSITION DESCRIPTION

**Position:** Lab Technician/Plant Operator  
**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 operation, maintenance, and repair of wastewater treatment facilities and systems, as well as the laboratory. The position may also provide skilled 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. Assists in operating and maintaining a variety of wastewater processing equipment.
2. Monitors the performance of all equipment, gauges and charts in the treatment plant; records statistical data concerning plant operations.
3. Maintains, operates, repairs and replaces equipment as necessary.
4. Performs preventative maintenance and repairs on plant and equipment.
5. Maintains a variety of records relating to inspections, maintenance activity, etc.
6. Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
7. Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements,
8. Gathers and tests wastewater samples for plant efficiency reports as required.
9. Conducts special laboratory tests related to plant operations and outside agencies.
10. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
11. Assures that plant operates within required standards.
12. Contains and disposes of hazardous wastes generated by the lab.
13. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
14. Operates and checks equipment, instruments, pumps, valves, meters, and other apparatuses; operates pumps and valves to control and adjust flow and treatment process.
15. Performs all duties in conformance to appropriate safety and security standards.
16. Responds to emergencies regarding wastewater system failures, leaks, or other problems; evaluates situation and performs necessary repairs.
17. Orders supplies, parts and replacement equipment.

18. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.
19. 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; may collect water samples and complete lab analyses.
20. Performs routine custodial 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 to four years of experience in the operation and maintenance of mechanical and electrical water or wastewater treatment equipment.
3. A current and valid Michigan Motor Vehicle Operator's license.
4. An equivalent combination of training and/or experience that affords the applicant with the essential knowledge, skills and abilities will also be considered.

Special Requirements:

1. A Michigan D Waste Water Treatment Plant Operator's Certification, or the ability to obtain one within one year of hire.
2. A Michigan D-4 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. Thorough knowledge of Waste Water Treatment Plant operations;
2. 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;
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.

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