

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

SENIOR LABORATORY TECHNICIAN/ INDUSTRIAL WASTE INSPECTOR

JOB PURPOSE

Under general supervision, perform and arrange for performance of analyses and reports required by the wastewater treatment plant's NPDES permit; maintain laboratory certification; manage the Industrial Pretreatment Program; assist plant operators in controlling plant processes; maintain and troubleshoot the Wastewater Division's computer system; provide technical advice to the local hazardous materials enforcement agency.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Plans, coordinates, and performs laboratory analyses to satisfy regulatory (requirements;
- ~ Implements and documents the Laboratory Quality Assurance Program to maintain laboratory certification;
- ~ Prepares NPDES and other reports;
- ~ Manages all data collection and handling operations;
- ~ Collects wastewater, sludge, and other samples for chemical, physical, and bacteriological analyses;
- ~ Prepares chemical reagents and bacteriological media used in testing;
- ~ Trains plant personnel in standard laboratory methods and procedures, and in the operation of computer hardware and software;
- ~ Orders chemicals and laboratory supplies and keeps inventory;
- ~ Prepares budget for laboratory supplies, equipment and contract laboratory work;
- ~ Maintains laboratory and laboratory equipment;
- ~ Maintains database of plant performance and industrial user compliance records;
- ~ Performs maintenance and troubleshooting of computer systems;
- ~ Plans and performs analyses to aid operators in troubleshooting plant performance;
- ~ Prepares Wastewater Discharge Permits, performs facility inspections, and monitors industrial users for compliance with applicable wastewater discharge regulations;
- ~ Keeps chain-of-custody records;
- ~ Researches technical and legal literature to ensure compliance with regulatory changes.

Marginal Duties:

- ~ May respond to hazardous materials incidents in an advisory capacity.
- ~ Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Completion of a Bachelor's degree in chemistry, environmental science, biology, or related field; three years of experience performing chemical, biological, and bacteriological tests on environmental samples; possession of a valid California motor vehicle operator's license; possession of a valid Grade II CWPCA Laboratory Technologist Certificate, and Grade I IW Inspection Certificate.

Ability to: Perform chemical, physical, and bacteriological tests upon wastewater and other samples; use equipment required for laboratory analyses; prepare chemical solutions and bacteriological media; follow standard laboratory procedures and record accurate observations of results; organize data and perform statistical tests for data verification; assess and prioritize laboratory functions; write clearly; plan and organize own work; accurately perform mathematical calculations; maintain accurate records; develop and perform new laboratory procedures; operate PC hardware and software, especially Lotus 1-2-3; operate and troubleshoot a computer network; ensure the compatibility of hardware and software for specific needs; understand and apply complex regulatory documents; place and retrieve industrial wastewater sampling equipment; follow oral and written instructions; work independently with creativity and initiative; and to communicate effectively with those contacted in the course of work.

Knowledge of: Principles of qualitative and quantitative inorganic and organic chemistry; basic bacteriology; statistical methods of ensuring data quality; methods and materials for analyzing wastewater; analytic instrumentation techniques; sample preservation; general wastewater treatment, especially the activated sludge process; general NPDES monitoring, reporting and discharge requirements; general industrial waste monitoring procedures and regulations; basic laboratory, industrial inspection, and plant safety procedures; basic chain of custody protocols; personal computers and peripherals; and thorough knowledge of DOS.

CITY COUNCIL APPROVAL DATE: March 7, 1990