INDUSTRIAL PRE-TREATMENT LABORATORY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing laboratory work, supervision of the Treatment Plant Laboratory sampling and testing activity and regulating the contents of industrial waste piped into the Sewer District's Wastewater Treatment Plant. As a direct liaison with private industry and other non-domestic users of the wastewater facility, the incumbent conducts laboratory tests of waste samples for compliance with the Sewer Use Ordinance, coordinates samplings with contract laboratories, notifies violators of infractions and monitors remedial actions. The work is performed under the direct supervision of the Wastewater Treatment Plant Chief Operator/Pre-treatment officer with wide exercise of independent judgment in determining compliance and communicating with industrial contacts. The incumbent does related work as required, including, but not limited to operation of the sludge de-watering system, truck operation, outside process work, plant maintenance tasks, etc.

TYPICAL WORK ACTIVITIES:

-Supervises and oversees daily laboratory work performed by Assistant Sewage Treatment Plant Operators performed for SPDES Permit purposes;

-Performs routine laboratory sampling and analytical work when necessary and trains other District personnel in Laboratory procedures;

-Performs testing of the plant's biological treatment system using; microscopes, test kits for various nitrogen compounds, alkalinity analysis, dissolved oxygen level and oxygen uptake tests;

-Prepares monthly operating reports for the Chief Operator's submission to Regulatory Agencies such as the NYS Department of Environmental Conservation; prepares process control reports and also prepares and maintains records and monthly reports of hauled waste activity at the plant;

-Maintains laboratory equipment in proper operating condition; maintains daily records of temperatures and calibrations as necessary and as required by regulatory agencies;

-Performs chemical and other laboratory analysis of industrial wastes in accordance with the quality assurance requirements of the District's Industrial Pre-treatment Program;

-Conducts on-site collection of industrial waste discharge samples and properly transports to the Wastewater Treatment Plant lab for testing;

-Prepares samples for shipment to outside contract laboratories for additional testing as necessary;

-Maintains complete and accurate records of all sampling and testing performed;

-Prepares reports for industrial waste contributors and State and Federal regulatory agencies as required by law;

-Establishes and maintains cooperative and communicative working relationships with representatives of industry and non-domestic users of facility, keeping them informed of changes in regulations;

-Works closely with the Chief Operator prosecuting violators when required;

-Prepares direct correspondence to the Chief Operator and other District staff regarding violations and developing correction actions;

-Performs follow-up work on all enforcement and correction notices issued and accurately documents all work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the regulations prescribed in the Sewer Use Ordinance; ability to comprehend and implement State and Federal pretreatment regulations; working knowledge of modern laboratory techniques, practices, equipment, terminology and safety precautions used in the analysis of sewage and industrial waste; working knowledge of the principles, practices, and techniques of environmental health as related to sewage treatment; ability to establish and maintain effective working relationships with representatives of private industry and State and Federal agencies; ability to comprehend and follow technical verbal and written instructions; good verbal and written communication skills; ability to maintain accurate records and prepare reports; accuracy; firmness with tact; ability to learn the use of various computer systems and programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either -

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate degree in Laboratory Technology or a related field **AND** one year of experience which involves performing laboratory analysis of water or sewage;

or **(B)** Graduation from high school or possession of a high school equivalency diploma **AND** three years experience which involves performing laboratory analysis of water or sewage;

or **(C)**An equivalent combination or training or experience as defined by the limits of **(A)** and **(B)** above.

SPECIAL REQUIREMENT:

Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

Competitive Class

Revised 04/20/2001 Personnel Officer