

LabTech/Pretreatment Assistant**Department:** Wastewater**Reports to:** Wastewater Director**Pay Grade** 20**Date:** April 2017**FLSA Status:** Non-Exempt**Salary Range****JOB DESCRIPTION****Summary/Objective**

Under direction of general supervision to provide clerical support to the department; dispatch work crews, to plan and organize clerical work of the department; and to perform related work for other departments as assigned. To perform support and assist in day to day lab testing and pretreatment inspections.

Essential Functions:

- Provide clerical support to all individuals in department;
- Prepare work orders and dispatch work crews as directed by department head;
- Answer phones and provide information to the public and other departments;
- Manage accounts payable for the wastewater department and other departments;
- Track time of wastewater department employees and turn in time sheets;
- Maintains documentation related to lab test and site evaluations;
- Conducts follow up inspections to ensure that compliance orders for code violations have been corrected;
- Prepares a variety of reports related to lab work and pretreatment inspections;
- Works in the lab as support and backup for the lab technician;
- Conducts sampling and testing and interprets the results of lab tests of the City's wastewater treatment plant for compliance with the City's wastewater discharge permit.

Competencies:

1. Problem Solving/Analysis.
2. Thoroughness.
3. Communication Proficiency. (Written and Verbal)
4. Decision Making.
5. Customer/Client Focus.
6. Accuracy

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position operates in an office environment. This role routinely uses standard office equipment such as computers, phone, photocopiers, filing cabinets and fax machines. Working with raw and treated wastewater while doing procedures in the laboratory. Some handling of hazardous chemicals and glass ware while doing specific lab testing. This position involves inside and outside work with some exposure to weather conditions.

Physical Demands

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires the ability to sit or stand for long periods of time and ability to lift up to 25 lbs.

Position Type/ Expect Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 AM to 4:30 PM.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Equivalent to a High School Diploma.

Preferred Education and Experience.

Equivalent to a High School Diploma. Experience in local government, experience as a secretary, or experience in lab analysis and some education or a degree in microbiology.

Additional Eligibility Qualifications

Must have public relations skills and ability to communicate effectively both verbally and in writing. Ability to type and knowledge of office procedures, record-keeping and bookkeeping. Ability to maintain accurate and complete records and prepare clear and detailed reports using computer technology. Have a broad knowledge in biological science or a related field.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

City Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____