



City of Hailey Job Description

A. Job Title: Wastewater Laboratory/Process Tech. **Date Last Revised:** 1/5/23

B. Reports to: Wastewater Manager
Wastewater Assistant Manager

C. Supervises: This Role does not have direct supervision responsibilities

D. Summary

Perform a variety of skilled and semi-skilled duties in the operation, observation, testing, reporting, and record keeping of the City of Hailey's wastewater treatment system. This job requires attention to detail, ability to interpret, and report results as they relate to the wastewater treatment plant. Will coordinate with management for adjustments and repairs needed on the Wastewater Reclamation Facility. This position will not be in the rotating on-call basis, it is not required for snow removal, but must be available to management and on-call personnel during emergencies to ensure treatment requirements are met. To ensure our system continues to function at a high standard, consistency in a weekly schedule will need to be met. Does related work within the Public Works department as needed. Job functions and responsibilities may change at any time for any reason to meet the needs of the city. Primary point of contact may change to ensure the needs of the city are met.

E. General Duties:

- Operation of the Laboratory, and process control of the wastewater treatment plant.
- Performs routine laboratory tests for process control.
- Diagnose system treatment problems and advise effective corrective procedures.
- Available to staff requests as needed.
- Accomplishes daily, weekly, month, quarterly, annual, quality assurance/quality control, and permit testing requirements as needed.
- Performs duties and responsibilities as regularly.
- Prepares and submits required reports and completes record-keeping procedures.

- Establishes and maintains cooperative relationships with those contacted during course of work.

F. Specific Duties:

- Observes and reports operational status of equipment, instruments, pumps, valves, etc related to the laboratory and wastewater treatment process.
- Takes readings of pressures, volumes, weights, levels, and other data and records it on log sheets/data interface.
- Observes and reports variations in operating conditions and interprets meter and gauge readings and test results to determine and recommend process adjustment requirements.
- Plans and schedules work as needed in the laboratory.
- Checks and recommends SCADA system and setpoints.
- Orders laboratory supplies and equipment.
- Collects samples and performs routine laboratory tests and analyses as regularly.
- Assists Wastewater Manager/Assistant Manager with vendor relations, planning, and ordering.
- Assists Wastewater Manager with day to day, weekly, monthly, and yearly duties, and planning regarding the Laboratory requirements and process control.
- Assists Wastewater Manager with long term facility planning and upgrades.
- Advises Wastewater Manager and Assistant Manager permit requirements, and/or needs to continue to meet permit requirements.
- Assists Wastewater Manager with developing and maintaining Standard Operating Procedures (SOP's).
- Performs other duties as required.
- Primary point of contact for wastewater Laboratory needs.

G. Required skills, knowledge, and abilities:

- Good working knowledge of the principles and practices of the wastewater treatment plant operations; operating principles of Laboratory equipment, pumps, and piping; principles and methods of bacteriological and chemical wastewater analyses; principles of safe work practices.
- Possession of Wastewater Treatment Class IV, Laboratory Class IV, and Land Application Certification from the Idaho Water and Wastewater Operators Certification Board or ability to obtain one within a period set forth by the Wastewater Manager.
- Able to type and enter data in computer spreadsheets and data management systems. Use of SCADA and ability to adjust and predict issues.
- Ability to physically and mentally perform the duties listed above (i.e., bending, lifting, stooping, reaching, pushing, pulling, climbing, walking, standing, kneeling, grasping, communicating, etc.)

I have read and understand my job description.

Employee Signature

Date

Supervisor Signature

Date