



CITY OF DOVER, NEW HAMPSHIRE

**Position Description**

<b>Position:</b> WWTP Lab Technician	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> WWTP Lab Technician	<b>FLSA Status:</b> Non-Exempt
<b>Occupational Grouping:</b> Trade Services	<b>Union – Grade:</b> DPEA – Grade 17
<b>Organizational Unit:</b> Wastewater Treatment	<b>Primary Job Location:</b> WWTP, 484 Middle Road

**JOB SUMMARY:** Responsible for conducting analysis in the Laboratory and conducting administrative services when required.

**ACCOUNTABILITY:** Works under the direction of the Plant Manager for administrative services and the Lab Supervisor when working in the Laboratory.

**SUPERVISION EXERCISED:** None

**TYPICAL EQUIPMENT USED** Computers, mobile radio, telephone and laboratory equipment.

**TYPICAL WORK ENVIRONMENT:** Inside: 95% Outside: 5%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Performs chemical analysis of wastewater influent, effluent, sludge, compost, industrial wastes, and other materials.
2. Performs a variety of chemical, biochemical, and bacteriological tests.
3. Maintains Quality Assurance Program in lab.
4. Operates a variety of laboratory equipment, such as pH meters, balances, furnaces, autoclaves, incubators, and computerized equipment.
5. Maintains and cleans lab and related equipment.
6. Required to be part of a scheduled weekend coverage rotation and carry a pager at supervisor's discretion
7. Assists with lab records and preparing laboratory reports.
8. Assists with administrative office operations, such as preparation of bid specs, purchase

requisitions, payroll record keeping, and processes workers' compensation claims.

9. Use of computer hardware, and software, including developing spreadsheets and data files.
10. Maintain effective working relationships with other employees and the public.
11. Familiar with and executes safe work procedures associated with assigned work.
12. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -Up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Occasionally required.          -26 to 50 lbs.: Rarely required.          -Over 50 lbs.: Rarely required, Assistance might be available.</p> <p><b>CARRY:</b>          -Up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Rarely required.          -Over 50 lbs.: Rarely required, Assistance may be available.</p> <p><b>REACH:</b>          -Above shoulder height: Occasionally required.          -At shoulder height: Frequently required.          -Below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Rarely required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Rarely required.  <b>BALANCING:</b> Rarely required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Rarely required.  <b>FINGERING:</b> Occasionally required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 2 hours          Stand: 1 hour          Walk: .5 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 4 hours          Stand: 3 hours          Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Sense of smell needed for detecting fumes and gasses.</p>
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**TYPICAL WORK SURFACE(S):** Carpet, tile, concrete, wood floors, ladders, stairs, and scaffolding; outside surfaces including flat, sloped, and uneven ground; within above and below ground confined spaces.

**TYPICAL CONTROLS & EQUIPMENT:** Telephone, radio, Laboratory equipment, and computer.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to fumes, fuels, paints, solvents, fertilizers, airborne particles, pathogens, sludge, compost, and caustic or toxic chemicals.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Knowledge of the principles and practices of analysis in wastewater treatment. Effective communication with coworkers, general public, State, and Federal officials.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High School graduation or equivalent and at least 12 semester units in chemistry of bacteriology at a college or university. Certification as a water/wastewater laboratory analysis. State of New Hampshire Grade I Wastewater Certification. Valid NH Drivers License. Capable of maintaining and promoting effective working relationships with coworkers, other Divisions, and the general public.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input checked="" type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations.

Classification Established: 07/01/96  
Job Description Developed: 07/01/96  
Revised: 08/07/2019