



Dover Township Job Description

Job Title:	WWTP Laboratory Technician	FLSA:	Non-Exempt
Department:	Public Works	Effective Date:	4/2004
Job Grade:	Bargaining	Revision Dates:	August 2023
Reports To:	WWTP Laboratory Supervisor		

Primary Function

Under direction; perform laboratory tests, review laboratory data and analyses, provide data necessary for NPDES reports and treatment process.

Principle Duties & Responsibilities

1. Collect samples from various points within the plant.
2. Preserve and document collected and/or received samples.
3. Perform laboratory analysis on samples outlined in the current NPDES.
4. Perform laboratory analysis on samples for Process Control.
5. Comply with quality assurance and quality control requirements.
6. Calculate, review and submit laboratory analyses.
7. Inspect laboratory equipment to ensure proper working order.
8. Calibrate necessary instrumentation.
9. Clean and/or sterilize all labware.
10. Recommend laboratory purchases.
11. Document all chemicals and non-chemicals received and/or used.
12. Keep laboratory clean and organized.
13. Participate in special studies, research and/or functions.
14. Maintain personal timesheet, collect receipts, shipping orders, delivery, or credit slips and or invoices for payment, pick up items from private businesses and return paperwork to WWTP Lab Supervisor.
15. Assist with MS4 program for the detection, elimination & prevention of illicit discharges; inspect, complete digital forms, perform record keeping & ensure proper operation & maintenance of all programs that could contribute to the discharge of pollutants: and other duties to comply with our NPDES permit(s).
16. Is familiar with and complies with all Townships safety rules and regulations.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of related laboratory procedures, methods and equipment.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, Excel, and Outlook) is required.
- Comprehensive knowledge of the field of chemistry.
- Proven ability to perform initial demonstration of capabilities and continuing demonstration of capabilities on related laboratory procedures.
- Ability to interpret, verify, and accurately enter data into a computer database is required.
- Ability to follow directions and complete assignments is required.
- Ability to respond quickly and effectively to emergency situations is required.
- Ability to read, write, speak and comprehend English is required.
- Ability to operate a vehicle on private and public streets is required.
- Ability to work as part of a team and to collaborate successfully with others is required.
- Ability to work independently but remain flexible.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to prioritize tasks to maintain optimum operating conditions and meet time schedules required to sample collections.
- Ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Ability to perform basic operational calculations.
- Proven ability to work under adverse weather conditions.
- Proven ability to follow written and oral instructions
- Ability to establish and maintain an effective working relationship with other employees and the public.
- Proven ability to communicate effectively, both verbally and in writing.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.



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- Proven ability to problem solve and make informed decisions.

Education, Training and Experience

- Graduation from High School or completion of a GED minimum requirement. College degree in a science preferred.
- Experience with laboratory procedures, i.e., pH, Biochemical Oxygen Demand, Total Suspended Solids, Ammonia, Phosphorus, Nitrate, Nitrite, Total Kjeldahl Nitrogen and Fecal coliform is highly recommended.

Licenses and Certificates

1. Possess & maintain a valid Pennsylvania Driver's License (Class C minimum)
2. Obtain and maintain flagger training certificate within one (1) month of hire.
3. Complete EMA training within 12 months of hire to include IS-700 NIMS, CPR, AED, First Aid, and confined space.

Functional Qualifications

X	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps and the like. Using feet and legs and or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
X	Balance	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of the body.
X	Carrying	The physical act of manually transporting objects from one location to another.
X	Crawling	Moving about on hands and knees or hands and feet.
X	Crouching	Bending the body downward and forward by bending leg and spine.
X	Driving	The physical act of operating motor vehicle.
X	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching skin, particularly that of fingertips.
X	Fingering	Picking, pinching typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
X	Grasping	Applying pressure to an object with the fingers and palm.
X	Hearing	Perceiving the nature of sound with no less than 4db loss@ 500 Hz, 1,000Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
X	Kneeling	Bending legs at knee to come to rest on knee or knees.
X	Lifting	Raising objects from a lower position to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
X	Pulling	Using entire body to exert force in order to draw, drag, haul or tug objects in a sustained motion.
X	Pushing	Using entire body to press against object with a steady force in order to thrust forward, downward or outward while remaining balanced.
X	Reaching	Extending hands and arms in any direction.
X	Repetitive Motions	Frequent, sustained movement patterns of the upper extremities (fingers, hands, wrists, elbows, shoulders).
X	Seeing	The ability to perceive the nature of objects by the eye. Seeing is important for hazardous positions in which defective seeing would result in injury and positions in which special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens or eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).
X	Standing	Ability to remain in an up-right position while remaining balanced on feet and legs for a sustained length of time.



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X	Static Position	Maintaining the same body position for a period of time in order to complete a task.
X	Stooping	Bending body downward and forward by bending spine at the waist. This factor is important as it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
X	Talking	Expressing or exchanging ideas by the spoken word.
X	Walking	Moving about on foot to accomplish task, particularly for a long period of time.

Environmental Conditions

- Indoors, environmentally controlled.
- Outdoors, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.
- Exposure to potentially hazardous electrical or mechanical equipment, and occasionally around hazardous substances.
- Work involves responding to emergencies on a twenty-four-hour basis, especially during periods of snow and rain.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

- Requires lifting up to 50 lbs.
- Requires standing indoors for long periods.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays (on call 24/7).

Disclaimer

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Employee's Signature

Date

(The employee's signature denotes that the employee was given this job description on the date indicated.)

Supervisor's Signature

Date