



## JOB DESCRIPTION

### WWTP Quality Controller

<b>Department:</b>	<b>Utilities</b>	<b>Classification/FLSA:</b>	<b>Full Time Non-Exempt</b>
<b>Location:</b>	<b>Wastewater Treatment Plant</b>	<b>Reports To:</b>	<b>WWTP Superintendent</b>
<b>Supervises:</b>	<b>N/A</b>	<b>Pay Range:</b>	<b>\$45,136 - \$67,704</b>
<b>Benefits:</b>	<b>Per City Handbook</b>	<b>Travel:</b>	<b>As needed</b>

#### POSITION SUMMARY

Wastewater Treatment Plant Laboratory Technician is responsible for assisting in the direction of all operations for pumping and treatment of wastewater. Assisting in all duties and assignments related to the daily operations of a wastewater treatment facility, including sample collection, equipment operation, grit removal, chemical preparation, process review, maintenance of buildings, machinery and grounds, odor control system operation, SCADA review and operation, sludge dewatering and conditioning, tank cleaning, assistance to maintenance personnel, chemical feed adjustments, secondary by-pass operation, anaerobic digester operation, calibration of process equipment, process control, tec. Other related duties; Is directly responsible for lab quality control operations, inventory control, meeting performance standards, and maintaining environmental compliance.

- Reports to the Wastewater Treatment Plant Superintendent
- Combination of spending time in the office and in the field completing sampling collection. Work outdoors will include adverse weather conditions
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- Customer Service – Will interact with customer inquiries as well as coordination with haulers delivering waste to the plant facility
- The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned
- Stays up to date on city policies and practices, adheres to, educates others about and enforces as necessary

## **DUTIES AND RESPONSIBILITIES**

- Budget oversight: Assists with developing wastewater treatment plant laboratory sampling needs in the operating budget, reviews expenditures from those funds
- Inventory Control:
  - Assists with maintaining adequate inventory of sampling inventory
  - Assists with maintaining inventory levels of all chemicals used in treatment process
  - Assists with maintaining inventory levels for a sampling process
- Performance Indicators:
  - Assists in reporting of wastewater treated
  - Assists in reporting chemical quantities used
  - Assists in performing calculations for wastewater treated, wastewater bypassed, and sludge produced
  - Assists in reporting and tracking number of wastewater quality samples taken, keeps historic records and results
  - Provides training on lab procedures and protocols to wastewater treatment plant operations staff
  - Be able to perform testing in accordance with industry standards
  - Collect water samples from locations within the plant for chemical and bacteriological testing
  - Collect and analyze water samples to ensure the safe discharges from significant industrial users
- Environmental Compliance:
  - Assists in providing oversight and conformance to KDHE Monitoring Schedule
  - Assists in monitoring and reporting sanitary sewer overflows and bypasses as they occur to appropriate agencies
  - Assists with monitoring and complying with the NPDES discharge permit for sludge.
  - Assists with the pretreatment program for industrial users
  - Assists with coordinating, preparing, and updating required documents for pretreatment, septic and grease haulers, and sludge program
  - Works in conjunction with wastewater collections superintendent for reporting of sanitary sewer overflow and reduction of inflow and intrusion reduction
- Personnel Leadership – Evaluates chemical tests done by treatment plant operators and the equipment and materials used by the operators
- Contractor/Vendor: Collaboration and Management – Deliver samples to analytical laboratories and follow up on the tracking of results

## **POSITION COMPETENCIES**

### **Budget Oversight:**

- Understands cost of components and materials used in sampling process
- Identifies area of potential year to year expense increases or decreases, and/or potential one-time costs

- Understands cost associated with third party sampling analysis

#### Inventory Control:

- Knowledge of standard volumes or packaging of delivered product to maximize efficiencies and economies of scale.
- Understands shelf life of inventory kept on hand, including first in first out philosophy
- Understands auditing and accountability for inventory

#### Performance Indicators:

- Understand Supervisory Control and Data Acquisition Systems (SCADA). Ability to maintain system functionality and accuracy of data collected. Understands trend charts and makes necessary adjustments to process as needed
- Ability to prioritize multiple and changing work requests while meeting the many needs of the customers/users
- Ability to quickly assemble, formulate, and provide statistical data with reference to base line information
- Provides oversight in performing laboratory tests and other laboratory work
- Ability to make mathematical computations for lab work summaries and statistical analysts
- Expert knowledge of laboratory principles, techniques, terminology and equipment

#### Environmental Compliance:

- Accrues knowledge of regulatory and permitting issues and time frames
- Assists in reviewing, questioning, and commenting appropriately concerning draft permits or regulatory review processes

#### Contractor/Vendor: Collaboration & Management

- Knowledge and understanding of vendor contracts; performance expectations, terms and conditions
- Ability to help prepare technical requirements for vendor contracts
- Maintains positive professional relationship with contractors working on site or vendors who deliver product

#### Technology and Communication:

- Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work tasks
- Proven ability to process and utilize asset management systems for handling work requests and work order management
- Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the city and the general public in a positive and cooperative manner
- Ability to present to staff and/or groups and convey ideas and facts orally using the language the audience will best understand

## **EDUCATION**

- Bachelor's Degree in Biology or Chemistry is preferred
  - Associates degree or equivalent trade school certificate and relevant work experience
- Work to obtain certification in:
  - Kansas Municipal Utilities
  - American Public Works Association
  - Water Environment Federation
- Other certifications and training requirements:
  - Occupational Safety and Health Administration – 10-hour