



Job Title:	Laboratory/Backflow Technician		
Department:	Public Works Department	Division:	Water/Wastewater
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	1/3/2018	Job Physical Level:	Moderate

General Purpose:

Performs complex physical and biological laboratory testing procedures necessary to ensure adequate treatment of wastewater and water. Completes detailed reports of activities and performs specialized water testing and backflow prevention for general public.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Performs specialized and complex physical, biological, and bacteriological tests and analyses of raw, partially treated and treated wastewater to determine the effectiveness and efficiency of plant processes, including complete preparation and quality control for regular and special samples.

Collects samples of wastewater and by-products at various stages of processing for analysis and testing.

Performs mathematical calculations using standard formulae to quantify laboratory test results.

Responds to plant malfunctions and emergency situations and takes corrective actions to correct or control plant operations and processes.

Records test results in computer and manual records.

Prepares and completes various local, state, and federal reports related to testing procedures, results, and recommendations.

Maintains the cleanliness of the laboratory and the related equipment and apparatus.

Performs sampling and testing for other organizations and individuals, and coordinates billing procedures for that work.

Hauls and processes bio solids to various sites.

Assists in performing plant operation duties as required.

Administers the Backflow Prevention and Cross-Connection Control Program and conducts field inspections to ensure compliance with the Program.

Prepares and completes various state reports related to inspection, testing, and results.

Takes drinking water samples for analysis required by the State of Colorado and EPA.

Ensures proper operation of water system facilities through inspection, testing, and observation of operation.

Provides for adequate production, treatment, storage, metering, and quality control of drinking water.

Other Duties and Responsibilities:

Performs other duties as required.

Ability to work without direct supervision.

Assists in snow removal operations for City as required.

Job Qualifications

<p>Required Education and Experience:</p>	<p>High school diploma or equivalent, with additional course work in biology, science, water treatment, or related fields sufficient to provide sufficient knowledge to perform laboratory testing.</p> <p>Two years of chemical and bacteriological laboratory experience preferred, or past experience as a treatment plant or water operator.</p> <p>College degree in chemistry, biology, science, or related field desirable.</p>
<p>Other Necessary Requirements:</p>	<p>As a minimum, must have a state of Colorado Class "D" certification for Wastewater and Water or the ability to obtain in one year.</p> <p>Class II Water Distribution Technician certificate, or the ability to obtain within three years.</p> <p>Valid Colorado CDL "B" Driver's License, with air brake endorsement or the ability to obtain in one year.</p>

<p>Necessary Knowledge, Skills and Abilities:</p>	<p>Have demonstrated ability to communicate and council public on water and wastewater issues.</p> <p>Must have working knowledge of the principles of wastewater treatment and the operation of the wastewater plant.</p> <p>Demonstrated ability to maintain manual and computer records. Proficiency in Microsoft Excel, Access, Outlook and Word.</p> <p>Working knowledge of laboratory techniques and biological principles, and the ability to apply those principles in a laboratory setting.</p> <p>Demonstrated skill in the operation of a variety of laboratory testing equipment and appliances including spectrophotometer, pH meters, turbidity meter, analytical balance, centrifuge, drying ovens, etc.</p> <p>Demonstrated ability to perform mathematical calculations and use a computer to record data and perform calculations.</p> <p>Strong written and oral communication skills.</p> <p>English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p>
<p>Working Conditions</p>	
<p>Work Environment:</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>This position spends the majority of its time in an indoor or protected environment. The incumbent may make infrequent trips to external locations, and may be minimally exposed to weather elements and temperatures and automobile travel.</p> <p>Position will have occasional exposure to hazardous materials and waste, and will have occasional exposure to electrical and mechanical equipment.</p>

<p>Physical Activities:</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Ability to participate in and respond to routine conversation in person or via telephone, and distinguish equipment, telephone, printer, computer, and other auditory tones.</p> <p>Ability to occasionally lift, carry, push, or pull burdens in excess of 50 pounds.</p> <p>Visual and physical abilities to safely operate a motorized vehicle in a variety of road and travel conditions.</p> <p>Ability to perform physical activities requiring continual walking, sitting, and standing. Ability to occasionally perform physical activities such as climbing, crawling, bending, stooping, and reaching in the performance of inspection and maintenance duties.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
<p>Tools and Equipment Used:</p>	<p>Monitoring equipment, laboratory equipment, pumps, meters, actuators, hand tools, vehicles and heavy equipment, etc.</p>
<p>Supervision Received:</p>	
<p>Works under the general supervision of the Wastewater Superintendent approximately 20 hours per week and the Water Superintendent approximately 20 hours per week.</p>	
<p>Supervision Exercised:</p>	
<p>Generally, none. May supervise temporary staff or give assignments and direction to staff in training.</p>	

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of **Laboratory/Backflow Technician** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of

