



JOB DESCRIPTION

COMPANY: Newport Utilities

DATE UPDATED: 04/01/2024

JOB TITLE: Wastewater Treatment Plant Lab Technician

GRADE LEVEL 10 **Exempt** _____ **Non-Exempt** X

REPORTS TO: Wastewater Treatment Plant Lead Operator/Pre-Treatment Coordinator

PURPOSE OF THE JOB:

The role of the Wastewater Plant Lab Technician is to perform all tasks necessary for the safe, efficient, and economic operation of the wastewater treatment plant. This position is responsible for assuring that the operation of the wastewater plant meets or exceeds all State and Federal rules and regulations. Public health and safety is paramount in the performance of these duties.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations and company policies and procedures.
- Comply with all applicable Tennessee Department of Environment & Conservation (TDEC) rules and regulations related to wastewater treatment.
- Draw samples of wastewater (e.g. industrial, gravity, grab, and flow proportional).
- Conduct laboratory analysis by standard methods for various components (e.g. biochemical oxygen demand, settleable solids, pH, suspended solids, E.coli, ammonia, dissolved oxygen, chlorine residue, MLSS and record flow) using various laboratory equipment and recorders. Conduct laboratory analysis on industries for billing purposes.
- Log analytical data on daily worksheets (e.g. time, place, operator, and results).
- Send semi-annual samples to outside laboratory for independent analysis.
- Calibrate instruments daily or weekly as required and document results.
- Perform analysis on samples annually from the Environmental Protection Agency (EPA) for quality control assurance.
- Regular and reliable attendance
- Work rotating shifts as necessary.
- Periodic on-call status.
- Work overtime on short notice.
- Work overtime on short notice (e.g. emergency events or personnel absences)



MARGINAL JOB DUTIES & RESPONSIBILITIES:

- Perform light electrical maintenance.
- Perform light plumbing maintenance to include soldering copper tubes for water lines, and compressed air lines.
- Assist Collection Crew in making repairs.
- Collect wastewater samples from industrial sites.
- Pickup/deliver supplies and mail from Main Office and Operations Center.
- Perform other duties as directed by supervisor.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

- High school diploma or GED Certificate.
- Obtain TDEC Class III Wastewater Treatment Plant Operator Certification within 2 years of hire.
- Obtain TDEC Class IV Wastewater Treatment Plant Operator Certification within 4 years of hire.
- Operate wastewater treatment plant by following Standard Operating Procedures.
- Must be insurable as per NU's liability insurance provider requirements.
- Written language ability to precisely record laboratory results and gauge readings.
- Microsoft Office (Basic Word & Excel) and Computer skills to complete time sheets and other electronic reports as required.
- Mathematical ability to calculate data (addition, subtraction, multiplication, division and logarithms).

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Wear all applicable Personal Protective Equipment as required.
- Apply all State and Federal guidelines on various lab testing.
- Committed to quality output and attention to detail.
- Establish and maintain effective working relationships with those you work alongside.
- Follow directions and perform work duties with limited supervision.
- Operate computers and use required software.
- Problem solving abilities.
- Team player with the ability to work alone or in a group.

REVIEW OF PHYSICAL DEMANDS:

- Lift and carry weight of up to 50 pounds between floor and waist height (equipment, materials, etc.)
- Climb stairways to access work area(s).
- Ambulatory skills sufficient to frequently visit other facilities and job sites.
- Work from a seated position to perform certain work duties listed above for extended periods of time.



- Climb and balance on stepladder to reach items out of normal reach.
- Function in a variety of outdoor weather conditions.
- Stoop/kneel to retrieve wires, cords, etc.
- Reach with arms extended out for sustained periods of time in order to access computers and other equipment.
- Good hand-eye coordination, including ability to grasp.
- Auditory and verbal skills in order to communicate with administrators, staff, customers and vendors.
- Visual acuity necessary to read printed materials and technical information.

Please note this job description does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The State and other authorities often designate NU as an essential business during times of natural disasters, pandemics, or other unique situations. As such, all employees will continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis. The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____

Supervisor _____

Department V.P. _____

Human Resources _____

NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER