



CITY OF
Anadarko OK

**CITY OF ANADARKO
JOB DESCRIPTION**

WORK STATUS: FULL TIME	JOB TITLE: Lab Tech/Operator
FLSA STATUS: Non-EXEMPT	DEPARTMENT: Water Treatment
STARTING SALARY:	NORMAL WORK HOURS: M-F 8AM TO 5PM
SAFETY SENSITIVE: YES	DATE OF LAST REVISION: 9/15/2022

NATURE OF WORK

This is technical laboratory work which involves responsibility for the performance of standardized chemical and bacteriological tests of water, wastewater and effluent and related substances and materials following prescribed procedures and techniques as to methodology. Work is performed independently within established policies, procedures, and technical guidelines and is reviewed through evaluation of laboratory reports and observation of work performed.

ESSENTIAL JOB FUNCTIONS

1. Conducts standard and specialized chemical and bacteriological examinations of regular and special samples of raw and treated water, and effluent.
2. Takes, collects samples from homes and tests water quality; prepares, maintains, and sets up for specific operation a wide variety of laboratory equipment apparatus and supplies; cleans and sterilizes laboratory equipment utensils and facilities.
3. Tests samples from the treatment plant or from other sources to determine adequacy of treatment and to discover any chemicals exceeding recommended maximum dosage concentrations which may adversely influence the normal physical, chemical, and bacteriological actions occurring in the treatment plant.
4. Advises plant operation personnel on the necessary adjustment of treatment mixtures and plant equipment to meet specific results.
5. Makes routine checks of chemicals purchased for use in the water treatment plant to insure adherence to quality specifications.
6. Performs chemical and mathematical calculations; prepares and maintains necessary records and reports. Such records may include computer input and knowledge of specialized software programs.
7. Maintains records on equipment installation, repair and maintenance.
8. Coordinates activities with operating personnel.
9. Performs all other duties as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Generally, requires some experience in wastewater desirable. Experience in related field may substitute for formal education on a year for year basis, must obtain a D Certification license within 12 months of employment.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility required.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must have a valid Oklahoma driver's license with an acceptable driving record.

Requires Oklahoma State Waste Water D Certification prior to 12 months of employment or a Water D Certification.

PHYSICAL/MENTAL REQUIREMENTS

Must lift, walk and carry light to moderate equipment and other sacks/items on a frequent basis. Must be able to read gauges and have sufficient color vision to run tests; must be able to climb stairs, crawl across pipelines, lift 50 pounds while climbing stairs; lift chemical bags weighing 50 pounds several times daily; must be able to work on uneven, sometimes slippery surfaces; some kneeling required.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Major physical inconvenience or discomfort routinely present in the work situation. About 30% of the time the incumbent is outdoors, depending upon the assignment. Job requires the incumbent to

be aware of and observe safe working procedures. Such hazards not limited to noxious odors, chemicals, diseases, hepatitis, hazardous materials, etc.

SAFETY SENSITIVE

This position is a "safety sensitive" position as defined by the US DOT drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. These positions may be subject to periodic random drug testing pursuant to City of Anadarko Alcohol & Controlled Substance Testing Policy and Procedures.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent

LAST DATE OF REVISION 09/15/2022

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Water Lab Tech position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.