

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

**CLASS TITLE: LAB TECHNICIAN
ENVIRONMENTAL SYSTEMS**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform analysis of water/wastewater to identify the levels of various components in the water/wastewater. The class is responsible for testing water/wastewater samples and reporting results to wastewater plant operators. The class works according to set procedures under direct supervision of the Water/Wastewater Treatment Plant Asst. Supervisor.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs laboratory tests according to prescribed standards to determine chemical characteristics of water/wastewater for such purposes as quality control, or process control; conducts laboratory tests and analyzes results according to DHEC/EPA regulations; collects samples of wastewater and/or water for testing, interprets data, records test results on standardized forms and prepares laboratory reports describing procedures used.

Sets up, adjusts and operates and maintains laboratory equipment and instruments; cleans and sterilizes laboratory equipment. Performs preventive maintenance.

Ensures quality control of all testing and analytical procedures; corresponds with contract laboratories to arrange additional outside testing or obtain information.

Keeps abreast of regulatory changes and changes in laboratory analysis techniques.

Maintains supply inventories; orders supplies as needed.

Consults with other staff members regarding laboratory procedures.

Trains others in laboratory methods and procedures; follows safety rules and regulations; performs general housekeeping activities in the laboratory.

Completes within deadlines the Discharge Monitoring Report for DHEC and maintains the records.

Maintains OSHA MSDS information on sheets for the WTP/WWTP section.

Interacts and communicates with various individuals and groups including supervisors, operators, co-workers, regulations personnel and general public.

Become knowledgeable of various plant subsystems in order to communicate how lab data generated will impact the operation of the subsystems.

CLASS TITLE: LAB TECHNICIAN

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience such as laboratory testing equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals and charts to solve practical problems such methods and procedures for investigations; composing routine and specialized reports, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license

CLASS TITLE: LAB TECHNICIAN

EXPERIENCE REQUIREMENTS:

Requires one year of laboratory experience in environmental science, or any equivalent combination of training and experience which provides the skills, knowledge and ability.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 50 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, disease/pathogens and toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, sense of smell, color perception and depth perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires being responsible to others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.

Excellent Employment Opportunity

Utility Department

WASTEWATER TREATMENT PLANT LABORATORY TECHNICIAN

\$17.59 - \$20.83/Hour DOE

The City of Cayce currently has a position available for a Wastewater Treatment Plant Laboratory Technician. Under limited supervision performs extensive analysis of water samples from the water and wastewater treatment processes using chemical and bacteriological methods as required by DHEC and compiles reports of analysis. Performs related laboratory tasks such as sterilizing glassware and other items, ordering chemicals, routine housekeeping activities, etc.

Preferred requirements include Vocational/Technical school diploma in chemistry or biology with one to two years of experience in chemical and micro-biological analytical procedures, or any equivalent education or training. Consideration may be given to candidates with a BS in Chemistry, Biology or Environmental Sciences with no prior experience.

Excellent benefits package that includes State Retirement and paid health insurance. Competitive salary level will be dependent of experience and training. Applications are available on the city website: www.caycesc.gov **A valid South Carolina Driver's License with a good driving record is required. Application required. E.O.E.**