

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WASTEWATER LABORATORY/OPERATIONS ASSISTANT SUPERVISOR
DEPARTMENT: GENERAL SERVICES **DATE: 1/24**
REPORTS TO: LABORATORY/OPERATIONS MANAGER

JOB SUMMARY:

Performs technical and supervisory work involving laboratory functions and daily wastewater plant operations.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, conducting performance appraisals, ensuring efficient utilization of resources, and planning, assigning and directing work activities.

Assists with decisions regarding process control.

Utilizes the supervisory control and data acquisition (SCADA) system and related data reporting packages to evaluate process data and make change to the plant and pump station process equipment as needed.

Responsible for overseeing, maintaining, and recording accurate data pertaining to plant(s) operations, including but not limited to process wastewater and sludge flows, plant and unit process loadings, chemical usage, process temperature and dissolved oxygen levels, and septage volumes received.

Assists in preparing schedules for shift assignments, dewatering, biosolids transport, weekly duties, monthly work schedules, and preventative maintenance duties.

Receives deliveries of chemicals, wastewater sludges, industrial wastewaters, septage, and leachates; ensures compliance with all established procedures and permits; records necessary data concerning all deliveries; ensures that all delivery records are filed appropriately.

Collects samples from treatment processes and performs required analytical tests, including but not limited to total suspended solids, pH, chlorine residual, ORP, ammonia, nitrite, nitrate, E. coli, and biochemical oxygen demand.

Maintains records of chemical inventories and places orders when necessary to maintain uninterrupted process integrity.

Operates odor and dust control systems and sludge thickening, dewatering, and stabilization equipment; monitors all appurtenant equipment and maintains all required logs.

Performs inspections of equipment, tanks, and processes to ensure proper and safe operation; checks for proper equipment lubrication; records pressure gauge readings, flow rates, tank levels, sludge blanket depths, and chlorine residual concentrations; adjusts equipment operation as necessary to meet established operational objectives; removes faulty equipment from service and places standby equipment in duty.

Develops and revises plans and procedures for laboratory, monitoring, and reporting requirements; organizes, coordinates, and executes laboratory resources and logistics to ensure quality and compliance with local, state, and federal regulations.

Responsible for maintaining sampling schedules; monitors and reports requirements of the Federal Clean Water Act; collects samples according to required schedules.

Performs E. Coli, biochemical oxygen demand, pH, process control, and bio-solids compliance testing and related activities; reports results as required.

Ensures that plant operators are proficient in general laboratory practices, process control test procedures, equipment use, calibration, and lab safety. Maintains lab equipment; replaces old equipment in a timely manner.

Organizes and maintains laboratory data as required.

Assists in preparing and evaluating data for monthly EPA and NHDES reporting requirements

Assists with the administration of the industrial pretreatment program.

Perform special assignments as requested, to include plant tours, local classroom visits, and various public outreach events.

On a rotating basis, serves as the primary responder during nights, weekends, and holidays to emergencies at two wastewater treatment plants and associated pumping stations. Assesses needs and calls appropriate staff for assistance as necessary. Must be able to respond to the wastewater facilities for emergencies within 45 minutes of notification

Overtime is required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Sludge Dewatering Equipment
Pumps
Laboratory Apparatus
Photocopier

Sludge Thickening Equipment
Blowers
Motor Vehicles
Telephone

Meters
Computer
Hand Tools

MINIMUM QUALIFICATIONSREQUIRED:

Education and Experience:

High School diploma or GED; and an Associate's Degree in Environmental Science or a related field; and four years of progressively responsible experience in a wastewater treatment plant; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Current Grade IV or Grade IV OIT State of New Hampshire Water Pollution Control Facility Operator's License; Valid New Hampshire Driver's License; May be required to be respirator qualified

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, techniques, processes, equipment, and machinery utilized in the operation of a wastewater treatment plant.

Principles of supervision, training, and performance evaluation.

Applicable state, federal, and local laws, rules, and regulations.

Record keeping, report preparation, filing methods, and records management techniques.

Principles of laboratory operations.

SCADA system operation and troubleshooting.

Computer applications related to the work.

Basic budgetary principles.

Skill in:

Organizing work and setting priorities.

Analytical practices.

Communicating clearly and effectively, orally and in writing.

Operation and maintenance of wastewater treatment equipment.

Scheduling and time management.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, and operation and maintenance instruction and procedure manuals.

Provide direct supervision of assigned work unit.

Follow written and oral instructions.

Perform routine and strenuous work.

Instruct others in techniques and methods utilized in the laboratory.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office, laboratory, and at a wastewater treatment plant and related facilities.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

Work exposes employees to risk of electrical shock, potential explosive environments, confined space entry exposure, and working in high situations.

Wastewater Laboratory/Operations Assistant Supervisor

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.