

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: LABORATORY/IPP TECHNICIAN**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: LABORATORY MANAGER**

**JOB CODE: 2438**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs technical laboratory analyses and technical work involving the operations of the wastewater treatment plant. Assists in the implementation & maintenance of the industrial pre treatment program.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs technical monitoring, sampling, and laboratory analysis on wastewater, industrial wastewater, sludges, and biosolids to ensure compliance with federal, state, and local regulations.

Performs microbiological testing.

Analyzes samples, records results, and establishes and maintains files; performs all quality control samples and maintains records of results.

Sets up sampling schedules & samplers; preserves samples; performs on-location analytical work in special cases; transports samples to laboratory for compositing or other preparation.

Inspects industrial facilities to confirm quality of wastewater pretreatment system operation, hazardous waste storage and disposal, and handling of chemicals and solvents; reviews files, permits, and previous inspection reports; meets with industry contact person to brief on inspection findings.

Investigates illegal and suspicious discharges, as well as accidental spills.

Prepares samples for shipment to outside contract laboratories; prepares chain of custody forms; maintains sampling records; transports samples to laboratories.

Maintains and upgrades professional knowledge and skills by attending seminars and training programs, and by reading trade and professional journals.

Checks contents of septage trucks to determine the source of load and amount to be discharged; collects samples to test for pH, total suspended solids, temperature, and heavy metal.

Compiles data from results of laboratory analyses into appropriate data files.

Calibrates all equipment

Records temperature daily on laboratory ovens, incubators, and refrigerators; cleans and maintains all laboratory equipment and materials such as glassware, ovens, and meters.

Selects appropriate methodologies from standard methods and EPA methods manuals; writes city procedures for laboratory operations.

Designs forms & bench sheets used for recording tests results and data.

Organizes and stores laboratory records; orders laboratory supplies and inspects & records supplies upon receipt.

Trains operators in laboratory analysis and use of laboratory equipment.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

pH Meters	Autoclave Incubators	Spectrophotometers
Analytical Balance	Standard Chemical Glassware	Buret Pipettes
Photocopier	Telephone	Computer
Vacuum Pump	Drying Oven	Lab Centrifuge
Chemicals/Reagents	Auto samplers	Incubators
Microscope		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school in Chemistry, Bacteriology, or Environmental Science; and, one year of experience in laboratory analysis relating to 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:** (License depends on area of assignment)

Current Grade I or Grade I OIT State of New Hampshire Wastewater Treatment Plant Operators License, or the ability to obtain within 6 months of employment.

Valid New Hampshire Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Modern laboratory procedures for chemical analysis and Universal Precautions.

Operation, maintenance, and process control of a wastewater treatment plant or water filtration plant.

City, state, and federal laws applicable to environmental health and sanitation.

**Skill in:**

Proper and safe use of modern laboratory equipment, instruments, and apparatus.

Analytical and mathematical practices.

**Mental and Physical Abilities to:**

Interpret results of chemical and bacterial laboratory analysis relating to wastewater plant effectiveness and efficiency.

Interpret, apply, and establish rules, regulations, policies, and procedures.

Follow both written and oral instructions.

Maintain effective working relationships with other departments, employees, and the general public.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Work with mathematical concepts such as probability and statistical inference.

Field Technician

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Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while standing, walking, bending, crouching, or stooping.

Frequently lift light and occasionally heavy objects.

Use tools or equipment requiring a high degree of dexterity.

**Working Conditions:**

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

The employee may be exposed to dust, dirt, grease, contagious or infectious diseases, and irritating chemicals and odors.

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

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.