

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ENVIRONMENTAL COMPLIANCE MANAGER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WATER TREATMENT PLANT SUPERINTENDENT **DATE: 07/17**

JOB SUMMARY:

Performs technical laboratory analyses and technical work involving the operations of water filtration treatment plant and surface water supply.

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

Develops and revises plans and procedures for laboratory NHELAP certification, 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 Safe Drinking Water Act; collects samples according to required schedules.

Performs total coliform testing and related activities; reports results as required.

Receives samples from chemical deliveries, confirming specific gravity and clarity of product before accepting delivery, and maintaining database of deliveries.

Develops and recommends operating budget for laboratory; monitors and administers approved budget.

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.

Orders laboratory supplies from selected vendors using purchase orders; maintains laboratory records of purchase, and follows up with vendors in case of problems.

Organizes and maintains laboratory data as required.

Prepares analytical reagents, quality control standards, and microbiological media using standard laboratory instruments and glassware.

Writes and maintains current standard operating procedures for compliance testing based on *Standard Methods* and the *EPA Methods Manual*; designs forms used for recording test results and other related data; organizes and stores laboratory records.

Resolves customer complaints and responds to requests for information regarding quality of municipal water supply; assists with answering incoming telephone calls.

Performs various chemical and microbiological analyses as needed for plant performance monitoring.

Properly maintains laboratory equipment and cleans glassware; calibrates instruments, including dissolved oxygen meters, pH meters, and spectrophotometers; performs routine maintenance of laboratory equipment and instruments.

Prepares and coordinates the delivery of the annual consumer confidence report.

Responsible for Raw Water Source data collection including clarity data logging, Cyanobacteria monitoring including fluorometer reading, Secchi disc, and water column monitoring.

Regularly uses City floating working platform to monitor lake for quality data collection.

Attends Water Works training events for license contact hours.

Provide educational presentations to students promoting the efficient use of water.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

pH Meters	Autoclave	Incubators	Water Distillation Apparatus Platform
Secchi Disk	DO Meter	Computer	Spectrophotometers
Turbidimeter	Centrifuge	UV Sterilizer	Compound Microscope
Telephone	Photocopier	Vacuum Pump	Floating Working
Laboratory	Glassware	Drying Oven	Chemicals/Reagents Conductance Meter
Analytical Balance			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a two-year college or technical school in Chemistry, Bacteriology, or Environmental Science; and,

Two years of experience in laboratory analysis relating to water 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 II State of New Hampshire Water Treatment Plant Operators License

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern laboratory procedures for microbiological and chemical analysis and Universal Precautions.

Operation, maintenance, and process control of a 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 water and/or 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.

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

Perform duties while sitting at a desk or while intermittently sitting, standing, stooping, or walking.

Occasionally lifts heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Detect and characterize odors and tastes.

Working Conditions:

Work is performed in an office, laboratory, a water treatment plant, and the field.

The employee may be exposed to contagious or infectious diseases or irritating chemicals.

Work requires the use of protective equipment such as masks, lab coat, chemical resistant shoes, goggles, or 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.