

LABORATORY TECHNICIAN/OPERATOR
City of Gardiner WasteWater Plant

This employee is responsible for organizing, directing and coordinating the overall activities of the laboratory under the direction of the Wastewater Chief Operator. Work involves insuring the safe and efficient operation of laboratory. Daily tasks include testing, insuring compliance and compliance reporting with all Federal and State requirements.

Minimum State of Maine Grade II Wastewater Certificate or the ability to acquire within one year. Significant wastewater or related experience desired.

Send cover letter, resume, and 3 references by 3:30 pm on December ~~May~~ 31 to:

Lab/Tech Search, c/o Denise Brown, Finance/HR Director, 6 Church Street, Gardiner, ME 04345, or via email to dbrown@gardinermaine.com. For more information, including a complete job description visit www.gardinermaine.com.

POSITION DESCRIPTION

Class Title: Laboratory Technician/Operator
Department: WasteWater
Location: City of Gardiner
Date: May 6, 2014

NATURE OF WORK

This position is responsible for the overall operations and functions of the wastewater treatment plant laboratory. Responsibilities include sampling, testing, filling in for the Chief Operator when required, full understanding of the treatment facilities, pump stations, plant sludge disposal as well as pretreatment coordination when required.

This employee is responsible for organizing, directing and coordinating the overall activities of the laboratory under the direction of the Wastewater Chief Operator. Work involves insuring the safe and efficient operation of laboratory. Daily tasks include testing, insuring compliance and compliance reporting with all Federal and State requirements.

SUPERVISION RECEIVED

Reports directly to and receives direction from the Wastewater Chief Operator. Work is expected to be performed with considerable independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Retains a full understanding of the Maine Pollution Discharge Elimination System Permit issued to Gardiner from the Maine Dept. of Environmental Protection.

Plans, organizes, performs and supervises all laboratory functions.

Tracks and trains other employees on required laboratory testing and requirements.

Maintain the ability to perform all required testing and scheduling of test requirements.

Maintains all laboratory safety plans and laboratory procedures as required.

Operates within the collective bargaining unit contract. .

Collaborates with the Chief Operator on the development of the annual budget as related to the laboratory needs and requirements.

The ability to communicate effectively both in writing and verbally. All other duties as assigned.

Is available for night, holiday and weekend duty and emergency calls on a rotating basis.

Learns the entire plant operation including pump stations, operations and maintenance. Helps perform these functions when required.

Fills in for the Chief Operator during absences when required.

DESIRED MINIMUM QUALIFICATIONS

High School graduate at a minimum with additional, degree, schooling or experience in a lab, the wastewater field or related field.

Extensive wastewater experience in all aspects of laboratory, operation and maintenance with particular emphasis on operations of a responsible nature.

State of Maine Grade II Wastewater Certificate or the ability to acquire. Significant wastewater or related experience desired.

Necessary Knowledge, Skills and Abilities

Working knowledge of federal, state and municipal regulatory requirements. The ability to manage multiple issues.

The ability to establish and maintain effective working relationships with employees, the public and city officials.

Ability to communicate effectively both in verbally and in writing

Ability to use or learn personnel computer with Micro- Soft Office as well as various office equipment.

SPECIAL REQUIREMENTS

Must hold and maintain a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms. This employee is required to walk.

The employee must be able to lift 40 pounds. Vision abilities are required including the ability to adjust and focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.