

Grand Rapids Public Utilities
Scope of Services with Mark Saunders
WWTP Laboratory Technician

- Term:** Employment is expected to begin on or around July 22, 2024, with completion of services expected by August 16, 2024.
- Employment Status:** Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC). The FLSA classification is non-exempt.
- Services Provided:** Under the supervision of the Water/Wastewater Services Manager:
- Provide sample collection and preparation to send samples to an external lab for analysis of WS001, WS002, WS003, SD004, SD006 for NPDES permit.
 - Conduct standard laboratory tests for wastewater such as pH, residual Cl, settle-o-meter, phosphorous in the GRPU laboratory.
 - Receive reports such as external laboratory analysis, GRPU staff reports, GRPU laboratory analysis and county weather data and enter data into Master Wastewater spreadsheet and submit the monthly DMR to the MPCA (using Water-Wastewater Manager's Class A license as operator of record).
 - Communicate suggested secondary treatment operational changes on a weekly basis to GRPU wastewater operations staff based on laboratory analysis.
- Record of Time:** Time worked will be recorded and submitted to payroll. Time worked will be approved by the Water/Wastewater Manager.
- Payment:** The rate of pay will be \$125 per hour for up to 14 hours per week.
- Benefits:** This position does not qualify for holiday pay, PTO, PERA or Deferred Compensation. This position will not qualify or receive medical, dental, and life insurance.
- Payment Method:** Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies.
- Expenses:** The employee shall be reimbursed for approved expenses related to the work being requested.
- Additional Items:** This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies.