

CITY OF WATERTOWN

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Date: Effective 01/01/2021

Title: Wastewater Treatment Plant Laboratory Manager
Pay Grade: L

Department: Wastewater Utility
FLSA Status: Exempt

General Summary:

The purpose of this position is to provide quantitative and qualitative laboratory analysis of the Watertown Wastewater Facility waste streams, industries, and waste haulers. To ensure all requirements and permit limits established by the Department of Natural Resources and Environmental Protection Agency are being met and industries and waste haulers are billed appropriately according to discharges. Work closely with operations and management to coordinate special projects to benefit the facility and wastewater division. There is a significant amount of work to track and maintain daily and the work performed by the lab has the potential to impact thousands of dollars in surcharges and is used for regulatory compliance. It is necessary to maintain constant focus and be able to manage and juggle many tasks at once. While there is always the chance for mistakes, it is pertinent to know when they happen and how to correct them. The position requires annual blind proficiency testing to maintain DNR certification accreditation as well as continued education related to the wastewater industry. Standards and practices for lab work and wastewater are continuously evolving and require frequent updating of knowledge and skills.

Perform wastewater sampling collection in the following areas: influent flow, primary effluent flow, aeration basin (activated sludge), final effluent flow, other in plant processes and industrial discharges to the sanitary sewer.

Reporting Responsibility:

Under the general direction of the Water Systems Manager. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation of effectiveness and continuity of the wastewater treatment plant operations and permit limits.

License:

State of Wisconsin: Regular driver's license, Wisconsin Department of Natural Resources Advanced Wastewater Operator Certification Subclasses: General, Laboratory

Training, Computer Skills, other:

This position requires proficiency with the Microsoft Office suite as well as extensive knowledge of the lab's Wastewater Information Management System (WIMS). Daily analyses are conducted utilizing several key and valuable instruments. All instrumentation must be maintained according to the manufacturer and Department of Natural Resources (DNR) requirements for laboratory compliance. This position oversees ensuring the maintenance schedule is followed and all instruments are complying.

Knowledge, Skills, Education:

Required requirements include: Bachelor's Degree in Chemistry, Biology, or related science by graduation from a four-year college with or a two-year specialized training program in wastewater treatment including laboratory procedures and an internship at a wastewater treatment facility or equivalent training and experience. Five years of wastewater plant operations (including laboratory work) or closely related job in the utilities field preferred and/or required.

Knowledge of mechanical equipment used in a wastewater treatment plant, considerable knowledge of chemical and biological processes taking place in a wastewater treatment plant, ability to operate SCADA computer and related software and interpret operating feedback data and to regulate equipment controls, considerable ability to read, understand and apply laboratory manuals.

Specific Accountabilities:**Laboratory maintenance and Quality Assurance / Quality Control (QA/QC) program**

- Direct responsibility for day-to-day compliance with laboratory QA/QC program in accordance with NR 149
- Maintain laboratory Quality Control Binder as well as Quality Manual per DNR requirements
- Laboratory maintenance, including but not limited to instrument calibrations, limit of detection and quantitation studies, bench sheet preparation, and solution prep and standardization
- Write and revise Standard Operating Procedures (SOP's) as needed.
- Maintain current inventory of lab supplies and equipment
- Maintain liaison with operations staff and troubleshoots problem areas as requested.
- Provide training support for lab to wastewater team, seasonal workers and operations for coverage on weekends, holidays and vacations.

Laboratory sample setup and data analysis

- Complete permit related, process checks, industrial and hauled waste sample set up and analysis for plant, DNR requirements and billing purposes
- Analysis and entry of all data obtained into the electronic monitoring reports
- Assist in plant and industrial sampling
- Monitor lab workflow and assign duties as necessary
- Supervision of the lab
- Provide technical and advisory support to operations, manager, assistant manager, and pre-treatment personnel (collections team)

Data and billing coordinator

- Ensure completion, review, and submit all industrial data for rates and billing purposes
- Complete industrial and waste hauler billing and submit to Utilities Billing Clerk
- Maintain contact with area industries regarding loadings, billing questions, and reporting
- Manage Hach Water Information Management Solution (WIMS) software program to develop statistical correlation between operational parameters and aid in troubleshooting operational problems
- Train all plant personnel who use Hach/WIMS initially and as changes occur
- Update Hach WIMS variables, reports, and spreadsheets as needed
- Maintain support for Hach WIMS
- Review and supply accurate data to the manager, assistant manager, plant operator, and pretreatment crew to assist in the preparation of regulatory and compliance reports and daily plant operations
- Act as back up to the manager for preparing various special reports for compliance and regulatory requirements (sludge production reports, Compliance Maintenance Annual Report (CMAR), Discharge Monitoring Report (DMR)).

Ensure Adequate Staffing and Fill In

- Assist in evaluations with manager related to wastewater staff related to assigned work in the lab.
- Maintain laboratory staffing schedule to adequately account for weekend rotation

Water Systems Interview Panel Representative

- At the request of the manager, participate as a member of the interview panel.
- Discuss and evaluate candidates and provide input on finalists and new hires.

Physical Demands: Lifting approximately 20 lbs. occasionally, with infrequent lifting and/or carrying of objects weighing up to 40 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability: Tasks are primarily performed indoors, but on rare occasions may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic/poisonous agents, disease, or pathogenic substances.

Judgment and Situational Reasoning Ability: Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of equipment and materials in use for water and wastewater operations.
- Ability to provide backup supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to work a flexible shift, at time with accuracy and while fatigued.
- Common sense / detail orientated.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.
- Knowledge of specialized process equipment and controls used for wastewater treatment purposes.
- Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.