

## Auburn Water District Position Description

### Water Quality Technician

**Department:** Water Quality Laboratory                      **Reports To:** Laboratory Director  
**Effective Date:**    **Grade Level:** 4

#### **GENERAL SUMMARY:**

Under the general supervision of the Laboratory Director, responsible for collecting and testing water samples for adherence to various environmental and quality standards. Performs, evaluates, and creates reports on various physical, biological, and chemical tests. Work is performed under general supervision and is subject to review through observation, results achieved, and compliance with generally accepted procedures.

#### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Collects raw and treated water samples from lakes, perimeters, tributaries, tanks and reservoirs, water breaks, new mains and distribution systems etc. Performs microbiology analysis and wet chemistry analysis on samples following standard method procedures in order to determine biological presence, residual levels and chemical containments.
- ◆ Maintains records and prepares reports of testing results for various federal, state, and local agencies.
- ◆ Collects and sends samples to other environmental agencies for further testing as required. Consult with Lab Director/Treatment Manager when water quality testing results do not meet standards.
- ◆ Maintains and calibrates all meters, analyzers and laboratory equipment. Makes regular inspections of equipment and reports condition to Laboratory Director.
- ◆ Oversees all lab activities for compliance with State and Federal Water Quality Control and Safety requirements. Performs lab proficiency testing and assists in maintaining laboratory certification.
- ◆ Monitors and responds to watershed activity, including recreation, illegal activity, and water levels. Schedules and ensures maintenance of portable toilets, trash clean-up and signs, dog waste stations, and gates.
- ◆ Patrols lakes for invasive plants and other water quality issues, installs and removes buoys, assist with dock and lift placement. Maintains boats used for sampling and patrolling, and performs or assists with boat inspections.
- ◆ Responds to customer water quality and watershed complaints and inquiries. Educates the public regarding invasive plants and other watershed issues.
- ◆ Cleans and maintains the laboratory, orders supplies, maintains inventory, and safely stores chemicals and samples.
- ◆ Assists with HAZMAT responses as a member of the Special Operations Team.
- ◆ Performs on-call duties for emergencies and plant alarms every fourth week. Performs routine plant operations including operator checks, bench testing, filling chemical day tanks during scheduled on-call weekend.
- ◆ Follows all applicable AWSD safety procedures and OSHA safety regulations. Attends all safety meetings and training sessions.
- ◆ Performs District work as required by supervisor.

- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

Provides functional supervision to summer interns, including training, scheduling, and day-to-day guidance.

**EDUCATION & EXPERIENCE:**

Duties require knowledge equivalent to completion of two years of post-secondary education in physical chemistry or biology, with one to three years of laboratory experience. Bachelor's Degree preferred. Must possess and maintain a Class IV Water Distribution System Operators License, Class IV Water Treatment Operators License, and a valid State of Maine driver's license, or the ability to obtain these licenses within 12 months.

**SKILLS & QUALIFICATIONS:**

- ◆ Thorough knowledge of water collection and testing procedures, the ability to evaluate/analyze results and prepare required Federal, State, and local reporting.
- ◆ Working knowledge of Drinking Water Laboratory licensing requirements and ability to ensure laboratory meets or exceeds State/EPA laboratory certification requirements.
- ◆ Ability to effectively operate laboratory instruments, analyzers, equipment and maintain this equipment.
- ◆ Ability to operate sample boats safely.
- ◆ Help develop, maintain and update all Laboratory and Operational SOP's.
- ◆ Knowledge of the State and Federal laws, regulations, methods and procedures affecting the operation of a water utility.
- ◆ Knowledge of and ability to comply with safety practices and procedures including SDS, Global Harmonization, HAZMAT, Confined Space Entry etc.
- ◆ Maintain an organized, neat, clean working environment within the Drinking Water Laboratory.
- ◆ Basic knowledge of the materials, methods, and practices involved in the operation of a water distribution system.
- ◆ Ability to work weekends/holidays, be on-call and respond to emergencies and treatment plant alarms.
- ◆ Ability to effectively operate computers and assigned software, including SCADA, and to comprehend laboratory and computer generated data.
- ◆ Ability to carry out general instructions independently and follow more detailed instructions with limited guidance.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Willingness to participate in the voluntary Special Operations Team, which responds to an accidental or intentional chemical release, or to perform a confined-space rescue.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Some work is performed outdoors in all weather conditions or in a water treatment/laboratory setting involving close proximity to environmental hazards, chemicals and fumes, electrical or mechanical devices and equipment, and moving mechanical parts. Frequently required to climb, bend, reach, grab, stoop, crouch, and lift/carry heavy objects. May work in cramped or awkward spaces. Operates motorized and non-motorized boats, vehicles, ladders, autoclave, pH meters, various chemical meters, turbidimeter, spectrometer, balances, thermometer, GPS system, and other related laboratory equipment.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other basic office equipment.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and***

***duties required. 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.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This 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.***