

City of Nampa

Mayor
Tom Dale

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Nampa, Idaho 83651

HUMAN RESOURCE OFFICE

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Laboratory Technician I Intern

NOTICE OF JOB OPENING
Wastewater Treatment Plant

April 29, 2010

Please post or otherwise make available the following information. The City of Nampa **Wastewater Treatment Plant** is accepting Seasonal Job Interest forms for fulltime, temporary **Laboratory Technician I Intern**.

Position will be processed through a temporary employment agency

The City of Nampa is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact the Human Resource Director at 468-5437. TDD Relay Service: US West 1-800-377-3529 or 7-1-1.

Salary: \$13.70 per hour.

Hours: Generally Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, the incumbent must be able to work flexible and varied hours. **Position will run approximately mid May through September.**

The principal function of an employee in this class is to analyze plant and industry samples for plant process control, to ensure compliance with all Federal and State regulations, and for billing significant industrial users. The work is performed under the supervision and direction of the Environmental Assistant Superintendent, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Environmental Assistant Superintendent, other City employees, and the general public. The principal duties of this class are performed in a laboratory environment with exposure to dangerous chemicals and harmful pathogens.

EXAMPLES OF ESSENTIAL FUNCTIONS AND BASIC DUTIES (ILLUSTRATIVE ONLY)

1. Performs daily analyses of Plant and industrial wastewater samples for NPDES/EPA permit limits, process control, and for billing purposes as required;
2. Runs quality assurance and quality control analyses to ensure accuracy of laboratory techniques;
3. Interprets and evaluates laboratory results to determine feasibility, reports any unusual findings to designated personnel, and/or recommends or implements the appropriate corrective measures to ensure an expedient resolution;
4. Maintains related logs and records in an accurate and current manner, including, but not limited to, maintaining daily worksheets in hard copy, monthly logs in hard copy computer logs, and all archived logs;
5. Maintains the laboratory and equipment in a clean and orderly manner to ensure a safe and efficient work environment;
6. Prepares supplies for tests, including making chemical numbering, washing, and weighing filters and pans before each use;
7. Performs daily performance inspections of equipment, including recording temperatures, calibrating, and observing equipment operation as required;

8. Replenishes chemical supply as necessary, including making chemicals utilized during the course of the day;
9. Conducts specified tests on a weekly basis to ensure the Plant meet all permit limits, including running total phosphorous, orthosphate, total Kjeldhal nitrogen, nitrate, nitrite, turbidity, and hardness, and special tests on the primary digester, primary clarifier influent and effluent, the trickle filter, and the final clarifier, and other related tests as a scheduled;
10. Maintains an efficient inventory of laboratory chemicals, supplies and equipment to ensure efficient operations, including monitoring stock levels, and reporting stock deficiencies to immediate supervisor as required;
11. Performs any special testing as requested for authorized personnel as required;
12. Verifies the performance of plant equipment on a monthly basis as scheduled, including verifying performance of equipment, confirming the deionized water standards are satisfied, calibrating lab and plant thermometers, and preparing stock cultures of bacteria as required;
13. Performs scheduled tests on an annual basis, including soap residue tests;
14. Prepares a chain of custody for each sample, and makes complete and accurate logbook entries of all samples sent out for analysis, ensures the preservation of samples in transport in accordance with EPA guidelines;
15. Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
16. Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
17. Responds to citizens' questions and comments in a courteous and timely manner;
18. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
19. Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines;
20. Communicates information and states concerns in a clear and professional manner;
21. Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others;
22. Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed;
23. Performs other duties as assigned.

REQUIRED KNOWLEDGE:

Knowledge of basic chemical and biological characteristics and analytical methods of industrial and domestic wastewater, industrial waste, sludge, and receiving waters.

Knowledge of related safety practices and emergency protocol.

Knowledge of quantitative and qualitative analysis, and reference materials and sources relating to wastewater and industrial waste analyses.

Knowledge of NPDES permit requirements and limits, including holding times and preservation method guidelines.

Knowledge of the safe and proper use of standard laboratory equipment;

Knowledge of basic principles of record keeping.

Knowledge of Federal, State, and City safety rules, regulations, policies, and procedures.

Knowledge of mathematics, physics, and fluid flow to ensure accurate and efficient measurements and calculations.

SKILLS/ABILITIES:

Ability to analyze mathematical and physical data in an efficient and precise manner;

Ability to collect, and analyze wastewater and sludge samples.

Ability to work with hazardous chemicals and potentially lethal pathogens in a safe and proper manner.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Ability to work independently with minimal supervision.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Ability to perform standardized chemical control tests and other related laboratory tests as required.

Ability to analyze mathematical and physical data in an efficient and precise manner.

Ability to collect, test and analyze water samples.

Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public.

EDUCATION/CERTIFICATION:

Experience in Biology, Chemistry, or a closely related field; **and** some experience in laboratory work, **or** any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

EXPERIENCE REQUIRED: Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS: Valid Idaho Driver's License

FINGER DEXTERITY: Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, television equipment, and related maintenance and repair vehicles and equipment.

SPEECH: Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

HEARING: Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

VISUAL ABILITIES: Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to determine the accuracy, neatness and thoroughness of the work assigned; to review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

PHYSICAL STRENGTH AND PERSONAL MOBILITY: Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee safely and efficiently access collection system lines and facilities located at a variety of terrains and in all weather conditions. Sufficient strength, with or without reasonable accommodation, to enable the employee to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment. Medium work – exerting up to 50 lbs. of force occasionally and/or in excess of 20 lbs. of force frequently.

Special Conditions: The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test, background check and driving check (if applicable to position).

Dates to Submit Job Interest Form: Applicant must submit a **job interest form**; resumes will not be taken in lieu of the interest form which may be obtained at the Human Resource Office, City Hall, 411 3rd Street South, Nampa, Idaho 83651, until **May 13, 2010**.

Position may be filled prior to closing date.

The City of Nampa is an Equal Opportunity/Affirmative Action Employer.