

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 8
40-Hour Week

LABORATORY TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs technical tasks in the testing of wastewater samples at the Wastewater Treatment Plant laboratory; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class generally performs technical level work in the testing of wastewater samples to ensure compliance with the requirements set forth by the Delaware Department of Natural Resources and Environmental Control and U.S. Environmental Protection Agency. Employees must use reasonable care, judgment, and the application of their knowledge in the performance of their duties. Employees receive on the job training, as necessary. Laboratory Technicians are supervised by the Laboratory Foreman or designated supervisor.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative Only)

Perform various chemical tests related to wastewater treatment;
Take samples for testing from pumping stations and wastewater treatment plant;
Prepare various solution for testing;
Keep laboratory glassware and equipment clean and free of contaminants;
Prepare laboratory equipment for testing by cleaning and proper maintenance;
Prepare reports on test results and record data in appropriate log books;

Participate in preventive maintenance of laboratory equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles, practices and methods of laboratory analytical techniques; good knowledge of occupational hazards connected with wastewater facilities; good knowledge of various methods used in the testing of wastewater; ability to perform laboratory tests and prepare accurate reports on test results; ability to follow oral and written instructions; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (some college level coursework in chemistry preferred) with at least one year of experience in laboratory work, preferably related to wastewater treatment; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by Kent County Personnel office. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to work weekends, holidays, and late shifts. Additional collective bargaining agreement provisions may apply.

Employee Acknowledgment

rev. 12/10/91

rev. 07/01/94

Rev. 07/01/00

Rev. 07/01/15