

KENT COUNTY POSITION DESCRIPTION

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

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 12
40 Hour Week

WWF OPERATIONS FOREMAN/LABORATORY

GENERAL STATEMENT OF DUTIES: Performs work supervising and participating in the work conducted at or on behalf of Wastewater Facility's laboratory and operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for scheduling and supervising the work of Laboratory staff and conducting various chemical tests to ensure compliance with the requirements of the Delaware Department of Natural Resources and Environmental Control and EPA. Decisions are made within general guidelines set by the Delaware Department of Natural Resources and Environmental Control, and the Assistant Director or Director who checks for results achieved. In addition, this position acts as liaison between Operations, Agricultural Operations, and Engineering areas, exchanging information and also providing the analytical services necessary to maintain quantitative guidelines governing the entire process. Supervision is received from the WWF Operations Supervisor, Superintendent, or Assistant Director.

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; mental acuity is required to make rational decisions through sound logic and deductive processes; 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; 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)

Assign and supervise the work of all assigned personnel;
Schedule testing for all pumping stations and adjacent streams as required;

Conduct tests on wastewater and other samples;
Perform analytical (chemistry, microbiology, etc.) tests that are more complex and require sophisticated methods and instrumentation;
Interpret analytic data;
Assign quality control testing on a regular basis to ensure calibration of equipment and standards;
Review test results and calculations of personnel for completeness and accuracy;
Assist in budget preparation process for laboratory;
Maintain an inventory of testing substances and supplies;
Prepare and distributes reports of test results.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good working knowledge of the principles, practices, and methods set forth in, "Standard Methods For The Examination of Water and Wastewater"; adequate knowledge of chemistry, mathematics, microbiology, and physics as required for Wastewater Treatment; ability to perform laboratory tests and prepare accurate reports of test results; knowledge of GC (Gas Chromatography) and AA (Atomic Adsorption) as it relates to soil and water analyses; ability to establish and maintain effective working relationship with staff, coworkers and supervisors; good knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in chemistry, biology, or environmental science with five years of related laboratory experience, including supervisory experience; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid Class III Wastewater Facilities Operator license issued by the State of Delaware. 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.

Employee Acknowledgement

Eff. 10/01/07
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