

LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing all laboratory procedures relating to the proper operation of a municipal water and /or wastewater treatment plant. Work is performed under general direction in accordance with procedures mandated by the New York State Department of Health. Supervision may be exercised over staff assigned to perform laboratory functions.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Checks and calibrates all lab equipment daily and makes log entries relating to findings;

Collects samples and performs laboratory tests on all parameters required by state or federal regulatory agencies and records results for reporting;

Informs the Chief Plant Operator if any operating permit violations are indicated;

Performs in house testing on influent and effluent wastewater, activated sludge, waste sludge, and in plant return flows for process control purposes;

Graph weekly test results on treatment plant influent and effluent parameters to track plant performance;

Records results and informs Chief Plant Operator of test results so process changes can be made;

Maintains a variety of records, logs, and books relating to operation of the laboratory;

Performs daily, weekly, and monthly maintenance on lab equipment;

Performs quality control testing;

Assists in plant operations when needed;

Presents completed DMR (Discharge Monitoring Report) to Chief Plant Operator for signature to

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be sent monthly to regulatory agencies;

Assists in purchasing chemicals, supplies, and equipment used in the laboratory;

Instructs and helps train personnel in the lab as part of their certification process;

May assist in the operation of a water or wastewater treatment plant or in checking pump stations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of laboratory practices, techniques, safety precautions,

and equipment associated with the analysis and treatment of water, sewage, and industrial wastes as

related to environmental contaminants; thorough knowledge of the principles and application of

physics, chemistry, and microbiology related to the testing of both treated and untreated water; a high

degree of technical skill in the operation and care of modern laboratory equipment and apparatus;

ability to organize and validate data, conduct statistical analysis of testing results, and perform

quality control procedures; thoroughness; and accuracy.

MINIMUM QUALIFICATIONS:

Possession of a valid treatment plant operator's certificate appropriate to the nature and size of the

facility plant issued by the New York State Department of Health and/or NYS Department of

Environmental Conservation and five (5) years of full-time work experience at a water or wastewater

treatment plant where a substantial portion of the work involved the performance of laboratory tests.

SPECIAL REQUIREMENT: Within a period of one year, an appointee must be eligible to acquire an ELAP (Environmental Laboratory Approval Program) Certification in water and wastewater testing.

FOR APPOINTMENT IN TOWN OF FALLSBURG: The above minimum qualifications must include the following –

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- (1) *experience in performing laboratory tests in a wastewater facility plant for TKN (Total Kjeldahl Nitrogen), Ammonia and Phosphorus; and*
- (2) *possession of a 3A Wastewater Operator's License **and** a 2A Water Operator's License.*

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