

**CITY OF PARIS
JOB DESCRIPTION**

Position: Wastewater Treatment Plant Lab Tech-Pretreatment

Reports to: Wastewater Treatment Plant Foreman, Superintendent

Department: 2-312 Wastewater Treatment Plant

Core Work Schedule: Monday-Friday 7:30 a.m. – 4:30 p.m.

FLSA: Non-Exempt

Supervisory: No

JOB DESCRIPTION: Daily process control testing. Maintenance, standardization, and calibration of laboratory and sampling equipment. Maintain laboratory in orderly and professional manner. Assist in operation and maintenance of WWTP.

Review and analyze industrial wastewater monitoring reports. Coordinate and implement industrial sampling, inspections, and analysis. Meet with industrial representatives to discuss specific problems and solutions. Coordinate with state and federal EPA officials to ensure City is in compliance with necessary regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in checking pumps, motors and other equipment daily in ensure proper operations.
- Assists in pulling pumps and performs maintenance when necessary.
- Assists in chemical testing, recording of daily log, filing reports.
- Mows grass.
- Helps load and unload chemicals and other materials.
- Operate belt press.
- Load processed sludge with backhoe
- Hose down of daily operations.
- Removes rocks and sticks from pumps.
- Cleans filters weekly.
- Cleans building and surroundings.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited high school or its equivalent (GED)
- Valid Kentucky driver's license.
- Must have at least one year of WWTP lab experience.
- Must possess a Kentucky Class I or higher Wastewater Operators license.

Special Knowledge, Skills and Abilities:

- The familiarity with or ability to learn principles and practices applied in the operation and maintenance of pumps and similar machinery.
- Knowledge of the proper methods of lubricating such machinery.
- Ability to inspect plant machinery and to detect flaws and defects.

- Ability to quantify amounts registered on meters and charts accurately and maintain records of operations.
- Ability to understand and follow instructions.
- Ability to operate equipment and machinery safely and efficiently.
- Alertness, dependability, initiative, sound judgment and integrity.

Physical Demands:

While performing the duties of this job, the employee is required to sit, walk and stand; talk or hear; use hands to finger, handle, feel, or operate objects, tools or controls, reach with hands and arms; perform repetitive movements of hands or wrist. Ability to work in inclement weather.

Physical Criteria Include:

- The ability to lift 25/50/75 pounds regularly.
- The ability to see and respond to dangerous situations.