

Pueblo of Sandia – Job Description			
Title	Utility Lab Level II	FLSA	Non-Exempt
Position Code(s)	509003	Employer	PBL
Department	Public Works Dept.	Company-Div-Dept	01-22-842
Reports to	Utility Lab Level III	Reports to Position Code	201015
Salary Grade	11	Revision Date	9/08/2017
Position Summary			
<p>Under the supervision of the Utility Lab Level III, the Utility Lab Level II serves as an assistant and is responsible for the collection and analyses of Water/Wastewater samples. The Utility Lab Level II will be responsible for lab data entry of the Pueblo's water and wastewater analysis. The Utility Lab Level II will assist the Utility Lab Level III on all EPA reports.</p>			
Supervision Exercised			
Reports to the Utility Lab Level III			
Major Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Collection, analyses and preservation of water and wastewater samples for chemical and biological properties. 2. Prepares chemical agents. 3. The use and calibration of laboratory equipment flow meters and chemical feed equipment as required by operating standards. 4. Maintains operating records, inspection reports, and EPA QA/QC. 5. Evaluates laboratory results and notifies supervisor of required changes in process and procedures. 6. Cleans and maintains all laboratory equipment. 7. Purchases all lab supplies needed. 			
Secondary Duties and Responsibilities			
Knowledge, Skills and Abilities			
<ol style="list-style-type: none"> 1. Ability to and know of sample collections and preservation, chemical and biological testing, EPA QA/QC methods and procedures, laboratory equipment, calibrations and troubleshooting. 2. Ability to evaluate the laboratory results and make recommendations to process changes when required. 3. Must be familiar with all safety procedures required in conducting the duties above described. 4. Must be able to review and comprehend necessary updates to computer equipment and/or lab requirements. 5. Must be able to ensure the lab maintains the Drinking Water Lab Certification (QA/QC) 			
Minimum Qualifications, Education and Experience			
<u>Required:</u> <ol style="list-style-type: none"> 1. High School Diploma, GED certification or equivalent. 2. Two years' experience working in water or wastewater operations. 3. Must possess and maintain a valid, unrestricted New Mexico Driver's License. 4. The following licenses and/or certifications are required prior to employment start date: 			

a. Wastewater Lab Tech II or Wastewater Level III certification

Preferred:

1. Water Level II

Licensing Status

1. Must be able to successfully pass a stringent background investigation.
2. Will require a post-offer, pre-employment and random drug screening.
3. Must successfully complete and maintain the following courses/training:
 - a. CPR: within 60 days, renewal every 2 years.
 - b. First Aide: within 60 days, renewal every 2 years.
 - c. Confined Space: within one year, renewal every 2 years.
 - d. SCBA: within one year, renewal every 2 years.

Working Conditions

1. Work is performed indoors and outdoors. Outside work is subject to temperature extremes and inclement weather conditions.
2. Work hours subject to change with overtime work required.
3. Subject to hazards which may cause personal bodily harm; smoke; diseases; cuts bruises, burns, common cold, influenza, dust, odors and elevated noise levels.
4. Tasks may be performed on uneven, inclined, hard and soft carpeted floors, cement structures and surfaces.
5. Duties may involve walking, standing for long periods of time, sitting and crouching.
6. Specific required movements include the following:
 - a. Trunk- bend, twist, rotate, push, pull, carry.
 - b. Arms – reach, carry, lift, twist, and rotate.
 - c. Legs – lift, push, pull, twist, and rotate.
 - d. Hands – Grasp, manipulate bilateral coordination, hand and eye coordination, and overall and finger dexterity.