

**City of Grants**  
**POSITION DESCRIPTION**

**POSITION TITLE:** WWTP Laboratory Forman

**DEPARTMENT:** WWTP

**REPORTS TO:** WWTP Director

**SUPERVISES:** Laboratory staff

**POSITION SUMMARY:** Under the general direction, plans, organizes, coordinates, and directs the daily operation of the City's Waste Water Treatment Laboratory. Responsible for the overall technical quality of the work

performed

in the Laboratory and for assuring the use of standard methods. This is a working supervisor and safety sensitive position.

**PRINCIPLE RESPONSIBILITIES:**

The Laboratory Forman must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Ensure all laboratory tests Maintains laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair.
- Organize, assign, monitor and perform laboratory work. Train employees on proper policy and procedures
- Maintains medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.
- Ensure the lab, all equipment and instruments are kept clean and orderly, collaborated on schedule, and repaired as necessary Assists in identifying sampling points for permit compliance, processing control and industrial sampling integrity.
- Establish, implement and maintain policies, plans, procedures and standards for efficient and effective operation and maintenance of the laboratory and other treatment related processes.
- Maintains medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.
- Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives in accordance with EPA and NMED regulations; monitoring progress.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides administrative support for the WWTP by acting as manager on call.
- Responsible to keep the treatment plant operating efficiently, safely and productively.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Understand City of Grants Policy and Procedures as related to the job.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- NMED Wastewater operator level IV or Bachelor of Science
- Must have oral and written communication skills in English.
- One-year experience in lab management is preferred
- Knowledge of proper sequence of activities required to perform the job.
- Valid NM Driver's license and have and maintain a good driving record.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of wastewater treatment and related principle and terminology of chemistry and biology related to the analysis of wastewater.
- Knowledge of technical analysis, methodology and equipment used in a wastewater laboratory.
- Knowledge of sampling, preparation of reagents and testing solutions and laboratory practices used in environmental analysis and wastewater treatment.
- Knowledge of laboratory safety, equipment safety, protective gear and quality control practices.
- Knowledge of local, state and federal regulations pertaining to wastewater treatment, sewage sludge, laboratory and workplace safety and chemical handling and disposal requirements.
- Knowledge of use of job-related software, spreadsheets, databases, word processing, and data management systems for entering, retrieving and researching data records.
- Must have a working knowledge of computers sufficient to use application programs such as word processing, spreadsheets, database, and other specialized software.
- Compile, prepare and tabulate analytical data, generate reports and summaries.
- Knowledge of principles and practices of effective supervision.
- Ability to operate and maintain wastewater equipment.
- Ability to perform and supervise lab testing to ensure procedures are followed precisely and results are reliable and recorded accurately.
- Ability to recognize and identify test results which do not meet standards set by the plant or the state and immediately inform Supervisor and Manager.
- Math ability to support laboratory operations and wastewater treatment calculations.
- Ability to interpret a variety of guidelines and regulations governing laboratory analysis, pollution control and treatment plant processes; present data with scientific accuracy and thoroughness.
- Ability to understand and execute written and verbal instructions and procedures.
- Ability to interpret and implement a variety of documents, policies and procedures for lab.
- Ability to read plans, maps, and other similar materials to determine the required scope of work and design standards are met.
- Ability to schedule, prioritize and supervise workflow to complete tasks and meet deadlines.
- Ability to coordinate, perform and complete duties and assignments concurrently and in a timely manner.
- Ability to operate a computer to enter and analyze data, prepare reports, keep records, create and update forms and procedures and support laboratory and plant operation.
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing work.
- Ability to communicate both verbally and in writing and to effectively read and interpret results.
- Ability to establish and maintain effective working relationships with Supervisor, co-workers, employees and other using tact, courtesy and good judgement. Maintain a professional demeanor including under heavy workload and stressful situations.
- Ability to interact in a professional and respectful manner with city staff and the public.
- Ability to attend work on a regular, dependable and punctual basis.
- Ability to obtain and maintain valid certification in Adult CPR, Workplace First Aid and Blood borne pathogens.
- Ability to perform repetitive work on a continuous basis and keep work area and laboratory clean.
- Ability to track and deliver on discharge permit requirement testing.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to perform activities of a laboratory environment with range of chemicals and biological hazards.
- Ability to work independently in the absence of supervision.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Skills in operating a computer programs, spreadsheets and pdf readers in connection with laboratory guides and procedures.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: The employee is accountable for being informed or and complying with the City's code of conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Personal initiative, mature self-direction and responsibility are expected of the employee.

Travel: Performance of this job is subject to moderate vehicular travel within the city and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental, or other factors which may substantially affect or limit ability to meet the demands of this position.

**SUPPLEMENTAL REQUIREMENTS:**

**PHYSICAL DEMANDS:** While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle or operate objects, tools, or controls; reach with hands or arms. The employee is frequently required to stand for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 lbs.

**MENTAL DEMANDS:** While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or hazardous chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderately quite and occasionally loud.

**NOTHING IN THIS JOB DESCRIPTION DOES NOT CONSTITUTE AND EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:** *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**EMPLOYEE'S SIGNATURE:** *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**Director of Human Resources:** Michelle Maes [hr@grantsnm.gov](mailto:hr@grantsnm.gov)  
<https://www.cityofgrants.net/job-openings>

