

**Pueblo of Sandia
Public Works Department
Phone: 505-796-7600**

Email: ybbaca@sandiacasino.com

Title	Utility Lab Level III	FLSA	Non-Exempt
Department	Public Works Dept.	Pay	\$28.89/hr
Reports to	Utility Operations Supervisor		

Position Summary

Under the supervision of Utility Operations Supervisor, the Utility Lab Level III is responsible for the scheduling of Operations and Maintenance activities at the Pueblo Public Works Utility Section. The Lab Level III will be responsible for lab data entry for operations and maintenance of the Pueblo's water and wastewater testing. Lab Level III will prepare all County, State and EPA reports and interact with governing agencies.

Supervision Exercised

Reports to the Utility Operations Supervisors.

Major Duties and Responsibilities

1. Coordinates, plans, and directs the lab operation of the system to ensure efficient compliance with the Clean Water Act (UIC Permit), Safe Drinking Water Act, and all applicable federal, state and local regulatory requirements.
2. Collection, analyses and preservation of water and wastewater samples for chemical and biological properties.
3. Prepares chemical agents.
4. The use and calibration of laboratory equipment flow meters and chemical feed equipment as required by operating standards.
5. Maintains operating records, inspection reports, and EPA QA/QC.
6. Interacts with governing agencies.
7. Evaluates laboratory results and notifies supervisor of required changes in process and procedures.
8. Cleans and maintains all laboratory equipment.
9. Purchases all lab supplies as needed.
10. Oversees all lab operations including utility operators performing lab functions.

Secondary Duties and Responsibilities

Knowledge, Skills and Abilities

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 lab maintains the Drinking Water Lab Certification (QA/QC).
6. Knowledge of the general operating principles, practices and the maintenance of Water/Wastewater treatment plants.
7. Knowledge of chemicals used in treating water/wastewater.

8. Knowledge of basic mathematics, including addition, subtraction, multiplication, and division.
9. Knowledge of basic chemistry principles related to water/wastewater treatment system operation.
10. Knowledge of County, State and Federal permits rules and regulations regarding water/wastewater treatment.
11. Knowledge and skill to interact with regulatory state, EPA and other governmental entities.

Minimum Qualifications, Education and Experience

Required:

1. High School Diploma, GED certification or equivalent.
2. Five (5) years' experience working in water or wastewater lab operations with two of those years operating a lab.
3. Two (2) years supervisory experience.
4. Must possess and maintain a valid, unrestricted New Mexico Driver's License.
5. The following licenses and/or certifications are required prior to the employment start date:
 - a. Wastewater Lab Tech. III or Bachelor's degree in a closely related field.

Preferred:

1. Any related Water or Wastewater Certification.

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.