



respect - Communication - Integrity - Teamwork - family

PROCESS CONTROL SPECIALIST

DEPARTMENT/DIVISION: Public Works/Wastewater

GRADE: 8

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position works under the immediate supervision of the Wastewater Superintendent. This position is responsible for the operation of the Wastewater laboratory and for the Quality Assurance (QA) and Quality Control (QC) Programs pursuant to the Oregon Revised Statutes (ORS) and Department of Environmental Quality (DEQ) Administrative Rules for certified laboratory operation. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Collects, stores and performs required laboratory tests of water samples and performs a variety of laboratory procedures.

Analyzes and records results of various laboratory tests and makes necessary changes/recommendations of treatment processes and procedures to ensure compliance with (ORS), (DEQ) and Federal Clean Water Act.

Creates, maintains and updates various records and reports to ensure permit compliance as required by the (DEQ).

Communicates with appropriate regulatory agencies to report permit compliance requirements.

Maintains computer database for the (QA) and (QC) programs.

Maintains and recommends appropriation of necessary laboratory equipment and orders supplies as needed.

Operations & Maintenance of the composite sampler and the Online Process Instruments.

Trains staff in proper laboratory processes and procedures.

May act in a lead capacity over other staff.

Performs a variety of routine operational maintenance and custodial tasks.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or experience:

AA Degree from an accredited college in Wastewater Technology and three (3) years of experience in wastewater plant operations, or five (5) years of experience in wastewater plant operations.

Certificates/licenses:

Valid Oregon Driver's License and State of Oregon Wastewater Plant Operator Grade Level IV Certification.

Desired:

Experience with the following software packages - Microsoft Office; Excel Spreadsheet.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Organic/inorganic wastewater, sludge, compost laboratory analysis processes and procedures; basic algebra.

Skill in:

Wastewater laboratory analytical techniques; collecting and storing laboratory samples; quality control procedure.

Ability to:

Read and interpret documents in the English language such as Federal, State and local regulations pertaining to laboratory procedures, safety rules, operating and maintenance instructions, and procedure manuals; to write in English routine reports and correspondence; to perform arithmetic computations; maintain and prepare records and reports; enter data; operate a variety of appliances and equipment; establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk, sit, use hands to finger, handle, or feel objects or controls, reach with hands and arms, and climb or balance.

The employee must occasionally lift and/or move up to 60 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

