

# ENVIRONMENTAL ANALYST I

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Position Code: 1820

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 348

Location: Public Services (Water Treatment and Wastewater Treatment)

Approval Date: 2018

## **General Statement of Duties**

Responsible for all chemical and biological testing of water or wastewater throughout the treatment process to ensure that the town is in compliance with local, state and federal agencies; assists with paperwork and inspections.

## **Duties and Responsibilities**

Conducts chemical and biological testing of water or wastewater

Performs all compliance testing and reporting functions, along with maintaining records and files for this data

Cleans and organizes the lab, including sterilizing equipment to avoid any cross-contamination

Keeps lab journal of daily events and activities to email to supervisor

Types up reports, data sheets and letters when needed and orders lab supplies accordingly

Assists with operational and reporting aspects of treatment or pretreatment

Performs other duties as requested

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Knowledge of chemical and biological testing methodologies

Knowledge of and ability to perform routine mathematical calculations with regard to environmental pollution control technology

Knowledge of the use and cleaning of applicable lab equipment

Ability to coordinate and participate in compliance evaluations of permitted sources.

Knowledge of relevant Town Ordinances, State and Federal laws, rules and regulations.

Ability and skill to interact with the public, supervisors and co-workers

Skill in written and oral communication

Ability to design environmental quality data collection systems and specialized environmental quality control methods using computer automated systems, databases and research techniques.

Working knowledge of personal computer operation and knowledge of data software and use of the Internet; ability to enter data accurately.

Ability to prepare written reports and correlate resulting scientific data for use in the development of environmental quality control strategies.

Wastewater Treatment Only – Ability to coordinate and participate in compliance evaluations of permitted sources.

Water Treatment Only – May serve as back-up operator when needed

### **Physical Requirements**

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as mobility and dexterity.

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shields.

### **Minimum Education & Experience**

A Bachelor's Degree from an accredited college or university and two years of directly related experience; or an Associate's Degree from an accredited community college and four to six years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina Driver's License

Water Treatment Only – Valid C-Surface Certification or greater. Process Control Chemistry Certification and Microbiological Certification for the treatment of water, or ability to obtain certification within one year.

Wastewater Treatment Only – Valid Grade 2 Biological Water Pollution Control Operator Certification or higher, and a Class 1 Certified Wastewater Laboratory Analyst, or ability to obtain certifications within one year.