



**DEPARTMENT OF PUBLIC WORKS
TOWN OF DURHAM
100 STONE QUARRY DRIVE
DURHAM, NH 03824
603/868/5578
FAX 603/868/8063**

POSITION OPENING

LAB TECHNICIAN - WASTEWATER DIVISION

The Durham Public Works Department has an immediate opening for a Lab Technician/Pretreatment Coordinator in the Wastewater Division. This is a full-time position in the AFSCME Association with benefits available. A high school diploma or GED equivalent along with four years of general experience in wastewater treatment, including two years of laboratory testing, is required.

Primary duties include:

- * Sampling wastewater liquids and solids and analyze by laboratory testing for quality control and reporting purposes;
- * Assemble EPA Discharge Monitoring Reports monthly (DMR's);
- * Must be proficient with Excel and Word programs.
- * Perform tasks related to primary and secondary treatment process control:
- * Assemble, interpret and report data relative to wastewater quality, treatment, testing and industrial pretreatment;
- * Prepare and maintain records for material costs, purchase of chemicals and time keeping;
- * Guide, explain operations and answer questions for groups touring the Wastewater Treatment Facility.
- * Must be willing to work weekends and be on 24 hour call for emergency operations such as treatment plant alarms and dispatch calls, on a rotating basis.

The rate of starting pay is \$20.40/hour. Individual must possess a valid operator's driver's license. Individual must also possess, or be able to obtain within one year of hire, a Grade II State of New Hampshire, Wastewater Pollution Control Plant Operator Certificate.

Applications and position descriptions may be picked up at the Public Works Office, 100 Stone Quarry Drive or by calling 603-868-5578. A full job description may also be viewed at <http://www.ci.durham.nh.us>, "Helpful Resources" at the top of the Page in blue, then "Jobs". Applications to be submitted to the Public Works Department, 100 Stone Quarry Drive, Durham, NH 03824, no later than 4:00 PM, Tuesday, May 7, 2013.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Samples wastewater liquids and solids and analyzes by laboratory testing for chlorine residual, suspended solids, total and fecal coliform, ammonia B.O.D., etc. for quality control and reporting purposes.

Assembles monthly DMR's (Discharge Monitoring Reports) for Superintendents review.

Performs tasks related to primary and secondary treatment process control.

Assembles, interprets and reports data relative to wastewater quality, treatment, testing and industrial pretreatment.

Must be proficient in using Excel and Word computer programs for reporting, and setting up spreadsheets for data analysis.

Must be familiar with SCADA plant operating systems for making process changes.

Prepares and maintains records for material costs, purchase of chemicals and time keeping.

Guides, explains operation and answers questions for groups touring the Wastewater Treatment Facility.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or G.E.D. Equivalent and 1 year of Formal technical training in wastewater testing and treatment. Additional years of formal education may not be substituted for the work experience required.

EXPERIENCE: Four (4) years of general experience in wastewater treatment including two (2) years of laboratory testing. Each additional year of approved work experience may not be substituted for one (1) year of required formal education.

LICENSE/QUALIFICATIONS: Valid vehicle operator's license. Possession of Grade II, State of New Hampshire, Certificate of Wastewater Pollution Control Plant Operator within one year of hire.

MISCELLANEOUS: Must be willing to work weekends and be on 24 hour call for emergency operations such as treatment plant alarms and dispatch calls, on a rotating basis.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.