

**POSITION DESCRIPTION
CITY OF ANDERSON, INDIANA**

POSITION: Water Analyst
DEPARTMENT: Water Pollution Control
STATUS: Full-time
FLSA STATUS: Non-exempt

Salary - Max 58,138.00

Apply at – cityofanderson.com

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Anderson provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodations would cause an undue hardship.

Incumbent serves as Water Analyst for the Water Pollution Control Department and is responsible for sampling, testing, and monitoring water quality and industrial discharge for compliance with EPA and NPDES regulations and guidelines.

DUTIES:

Performs and properly documents quality control procedures for each analysis, including pH, alkalinity, conductivity, hardness, phosphate, fluoride, and various other water/wastewater analyses.

Prepares various reagents within parameters set forth in the Procedures Manual and Standard Methods.

Assists in metals preparation.

Compiles, calculates, and records data for preparation and submission of required reports for appropriate personnel.

Performs and records routine monthly maintenance checks on laboratory equipment. Notifies supervisor of equipment failure and/or inventory shortages of chemicals and glassware.

Drives vehicle to collect samples from commercial, public water sources, and White River as needed. Sets up and operates appropriate field equipment.

Assists Industrial Surveillance Personnel in collecting samples and conducting laboratory analyses to monitor industrial and stream pollution.

Conducts laboratory analyses to monitor water quality of private wells. Explains sampling procedures to residents and distributes sample bottles.

Explains federal and state water quality regulations, reporting requirements, sampling procedures, and test results to a variety of individuals including, but not limited to, manufacturer representatives, government officials, business owners, representatives of public agencies, and the general public.

Properly notifies public and private water suppliers of water quality violations and recommends appropriate action.

Prepares and maintains all necessary records and documents ensuring compliance with Privacy Act. Maintains chain of custody for various types of water/wastewater samples.

Participates in special analytical studies such as EPA's annual quality control testing and monthly known standards obtained from an independent laboratory.

Performs chemical testing in laboratory on weekends as directed or assigned.

Performs duties of other laboratory personnel in their absence and/or as directed.

Attends seminars and training sessions pertaining to water quality regulations and testing procedures as required for certification.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in Biology or Chemistry, and relevant experience in environmental science. Certified as a Class I Wastewater Treatment Operator.

Thorough knowledge of Environmental Protection Agency (EPA) and Indiana Department of Environment Management (IDEM) laws and regulations pertaining to water/wastewater quality, written documentation, and proper collection and preservation of water samples.

Ability to make prudent decisions regarding water quality based on test results and analytic data.

Ability to prepare and maintain accurate test results and the required reports and documents.

Ability to perform moderately complex mathematical calculations.

Knowledge of and ability to follow safety precautions and wear protective gear necessary in the laboratory and in the field to avoid potential harm to self and others.

Ability to input data in applicable computer programs.

Ability to work with samples and chemicals that could be potentially infectious or hazardous.

Ability to go in the field to collect water samples, involving being exposed to varied weather conditions, walking long distances across varied terrain, climbing, bending, stooping, reaching, and the carrying of sampling equipment weighing in excess of 50 pounds. Laboratory analyses requires much of the same physical effort.

Ability to work irregular hours and/or weekends to assure coverage of laboratory as assigned or directed.

Ability to perform duties of other Laboratory personnel as assigned or directed.

Ability to operate a motor vehicle to collect samples from commercial, public water sources, and White River, and assist Industrial Surveillance personnel.

Possession of valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are somewhat repetitive and restrictive in scope but of substantial intricacy, requiring consideration of several variables and their interrelationships to adequately monitor water quality. Work is performed according to numerous state and federal requirements and department policies, with independent judgment necessary in the selection of the most pertinent guidelines and in adaptation of standard practices to meet specific cases or situations.

III. RESPONSIBILITY:

Incumbent applies the accepted principles and practices of chemical analyses, ensuring compliance with federal, state, and local water quality regulations. Work is generally spot checked or reviewed upon completion to ensure soundness of judgment, compliance with quality control standards and accuracy of results.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with department superiors and co-workers, representatives of outside agencies, government officials, business owners, and members of the general public for a variety of purposes including collecting water samples, explanation of federal and state regulations, reporting requirements, testing procedures and results, and ensuring compliance with all applicable water quality rules and regulations.

Incumbent reports directly to the Chief Chemist and/or Manager of Industrial Surveillance Division in regards to industrial surveillance.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a laboratory environment and in the field. Incumbent is exposed to numerous infectious water borne bacteria and viral diseases and hazardous chemicals and gases. Collections of a variety of water/wastewater samples involves driving a motor vehicle, and exposure to varying weather conditions. Laboratory analysis involves the monitoring of gauges, measuring, walking, climbing of stairs, bending, stooping, reaching, and carrying items weighing 25 to 50 pounds.

Safety precautions must be followed and protective gear worn at all times to avoid potential physical harm to self and others.