

Sewer Utility Lab Technician

The Roxbury Twp. Sewer Dept. is accepting applications for this full-time position. This positions' prime responsibility is to perform laboratory tasks to ensure compliance with all NJDEP criteria set for laboratory certification (N.J.A.C. 7:18) for those analytical testing parameters collected on site. In addition, assist operators with all tasks associated with the operation and maintenance of a public sanitary sewer system including wastewater treatment plant, collection system, pump stations and a residential low head pressure system including individual grinder pumps. The candidate shall have one (1) to three (3) years of experience and/or completion of NJDEP approved training course(s) relating to wastewater collection and treatment systems including the operation of related maintenance equipment. NJDEP certified S-1 and C-1 licenses as well as mechanical/electrical knowledge relating to the maintenance and repair of all equipment preferred. Valid NJ CDL Class B Commercial driver's license with air brake/tanker endorsement or the ability to obtain within six (6) months. EOE

Send application/resume to: Melanie Michetti, Township of Roxbury, 1715 Route 46, Ledge wood, NJ 07852 or michettim@roxburynj.us

JOB DESCRIPTION

SEWER UTILITY LAB TECHNICIAN

GENERAL PURPOSE

To perform tasks related to the operation and maintenance of a public sanitary sewer system including a 2 MGD wastewater treatment plant, collection system, pump stations and a residential low head pressure system including individual grinder pumps to the standards prescribed by regulatory agencies and/or the Township.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Laboratory Tasks:

Ensures compliance with all NJDEP criteria set for laboratory certification (NJAC 7:18) for those analytical testing parameters conducted on site. These parameters may change periodically with either changes in the regulations or overall operation of the facility. Persons in this position must keep abreast with current NJDEP and EPA regulations.

Collects both composite and grab samples of influent, effluent, and sludge waste streams at prescribed stages of treatment and conducts routine analytical testing necessary to control the physical, chemical, and bacteriological characteristics of the waste streams.

Collects and prepares all other composite and grab samples for analysis to be conducted by any outside laboratories.

Receives and reviews paperwork, reports, and chain of custody sheets from outside contract laboratories.

Reports sampling anomalies, deficiencies, and violations of the facility NJPDES permit to the Foreman and Superintendent and works closely with same to minimize impact on Township resources.

Maintains computerized database of all historical and current laboratory and process control data at the Ajax and Skyview facilities.

Conducts and reviews quality assurance work necessary for NJDEP laboratory certification and renewals of on-site laboratory permit. Periodically updates laboratory procedures file to reflect changes in protocol.

Responsible for ordering all required testing equipment, reagents, chemicals, and other apparatus required to execute the daily function of the laboratory.

Responsible for ensuring that all analytical results are properly posted in accordance with regulations and in-house procedures and certified on the appropriate forms and reports.

Responsible for insurance of complete laboratory safety with respect to Township employees and the general public. This includes the proper handling, storage, usage, and disposition of all chemicals, reagents, and hazardous materials that are used, kept or stored on site.

Responsible for compilation of all data and the drafting of required daily, weekly, monthly, quarterly, and annual reports as prescribed by either the Superintendent or regulatory agencies (NJDEP and EPA). Submission of this data must meet the time frame and suspense set by the Superintendent.

Based on results of laboratory data, assists operators in determining necessary adjustments to treatment processes to maintain compliance with NJPDES permit.

Assists operators with operation and maintenance of plant, pump stations, and collection system.

Assists with the inspection and maintenance of electric motors and pumps, including repairs/rebuilding as necessary.

The safe handling of chemicals used in the treatment process.

Assists with the jetting and inspection of sewer mains and manholes including the operation of the sewer jet/vacuum equipment.

General maintenance of facility grounds and buildings including snow removal.

Responds to resident requests and investigates any operational matters within the utility infrastructure.

Coordinates with NJ One Call and other utilities/contractors for locations of utility systems.

Building and Grounds Maintenance:

Paints building interior, exterior and equipment connected to same.

Sweep and mop floors, tanks, weirs, and other related unit processes, including walkways, driveways, windows etc.

Cuts and maintains grass and shrubbery on all grounds within the water pollution control plant and pump stations. Keeps all grounds policed.

Removal of snow and ice from walkways, roadway, catwalks, bridges etc.

Maintains catch basins and storm water drainage system.

Provides a clean and neat working environment for self and all other employees.

Performs all other custodial and janitorial duties as instructed.

Performs routine first echelon maintenance on all authorized vehicles.

Responsible for compilation of logs, records etc. and conformance to all in-house policies that refer to vehicle usage.

PERIPHERAL DUTIES

Operates a variety of power construction and maintenance equipment used in the department including utility trucks, lawn maintenance equipment, power tools and diagnostic equipment.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent

One (1) to three (3) years of experience and/or completion of NJDEP approved training course(s) relating to wastewater collection and treatment systems including the operation of related maintenance equipment.

Necessary Knowledge skills and abilities:

Knowledge of various wastewater treatment plant processes to ensure the plant is meeting all NJDEP discharge parameters.

Mechanical/electrical knowledge as it relates to the maintenance and repair of all equipment.

Knowledge of equipment, facilities, materials, methods and procedures used to operate and maintain a wastewater collection and treatment system; low head pressure systems; pump stations and various types of industrial equipment.

Knowledge of sewer pipe installation, connection and repair.

Skill in operation of the various tools and equipment.

Safety Procedures:

Ensures that all proper safety gear precautions are utilized whenever applicable.

Submits constructive input with respect to outstanding safety items and/or procedures.

Ensures that while performing individual tasks that proper housekeeping is maintained and tools and equipment are returned to their assigned place in order to avoid obvious safety hazards.

Complies with and participates in specific training for Right to Know, Confined Space Entry, Bloodborne Pathogens, and Lockout/Tagout.

Serves as Facility Right-to- Know coordinator and maintains central Right- to- Know file.

Emergency Response:

Overtime required to work assigned weekend and holiday schedule.

Required scheduled on-call time to be available for emergency situations.

Must respond to call in requirements for maintaining minimal staffing at Superintendent's discretion.

Environmental Awareness:

Individual must familiarize and acquaint themselves with environmentally sensitive issues that he/she may experience from time to time while performing assigned tasks. Examples include:

- a) Proper disposal of all waste, oils, solvents etc.
- b) Recognizing Treatment Plant noncompliance and taking responsible corrective actions to include notification.
- c) Recognizing either potential or occurring wastewater or sludge spills and discharges, taking reasonable corrective action, and making proper notification using the chain of command.

SPECIAL REQUIREMENTS

Valid NJ CDL Class B Commercial driver's license with air brakes/tanker endorsement or the ability to obtain within six (6) months

NJDEP certified S-1 and C-1 licenses preferred

Resides within 30 minutes of the Township regarding emergencies.

Overtime required to work assigned weekend and holiday schedule.

Required scheduled on-call time to be available for emergency situations

PHYSICAL DEMANDS

The physical demands described here are a 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 individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, talk and hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment varies between moderately quiet to loud depending on the setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.