



Richard C. David, Mayor

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# City of Binghamton - Job Opening

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## **WASTEWATER TREATMENT PLANT LABORATORY DIRECTOR**

**\$55,000.00 - \$61,000.00 PER YEAR**

### **BINGHAMTON/JOHNSON CITY JOINT SEWAGE TREATMENT PLANT**

General employment applications may be obtained at the office of the Municipal Civil Service Commission, 4<sup>th</sup> floor, City Hall, Governmental Plaza, Binghamton, New York, 13901 or from the City Web-Site at [cityofbinghamton-ny.gov](http://cityofbinghamton-ny.gov). Application must be submitted by 5 P.M. on last date to file.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for directing the laboratory operations for the testing and analysis of water, biosolids, waste and wastewater, and for assisting in the development, planning and implementation of a safety and accident prevention program for the Wastewater Treatment Plant employees. Under the general supervision of an administrative superior, an employee in this class supervises a number of professional and technical personnel engaged in chemical and bacteriological examination of water and wastewater for the Binghamton-Johnson City Wastewater Treatment Plant. An employee from this class is permitted wide leeway for the exercise of independent judgment in maintaining required standards in the treatment of water and wastewater, which includes quality control, methodology, and laboratory procedures. Incumbent will also develop procedures, and identify resources in order to comply with federal, state and local regulations concerning accident prevention, health, safety, toxic/hazardous materials and waste handling. An employee in this class typically operates a variety of scientific equipment in performing chemical and bacteriological analyses and may be responsible for writing conclusions and findings in the form of reports. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans, performs, and/ or supervises ongoing chemical and bacteriological examinations of water and wastewater for purposes of complying with mandated sanitary regulations and efficient treatment plant operation; Plans, assigns and/ or evaluates the work of subordinates engaged in chemical and bacteriological examination of water and wastewater; Reviews, analyzes and interprets technical data and reports submitted by subordinates; Performs or oversees the more difficult chemical and bacteriological examinations of water and wastewater; Instructs subordinates and sewage plant operation personnel regarding laboratory procedures and instrument operations; Maintains quality control of laboratory procedures through research into professional literature and implementation of technology accepted therein; Monitors the validity of analyses performed and the data generated in the laboratory to assure reliable data; Keeps accurate records and submits required reports to local, state and federal agencies; Prepares budgetary requests for laboratory operations and for supplies and equipment; Reviews periodically and maintains an ongoing comprehensive quality control program in accordance with mandates from the New York State Lab Certification Program; Interprets technical data for purposes of composing technical reports or for determining accuracy of subordinates' reports; Performs and/or supervises periodic maintenance or repairs to equipment; Oversees inventory of chemicals and equipment and recommends appropriate purchases; Assists with consultations with other sections involving sample scheduling, interpretation of results and possible remedial action for treatment problems; Develops and carries out safety policies, rules and regulations for Laboratory, and Plant Personnel; Plans, develops and assists in safety seminars and Federal Right-to-Know Law and the Community Right-to-Know Law (SARA, Title IV) for Supervisors, operating personnel, maintenance personnel, laboratory personnel; Participates as an instructor in both classroom and on-the-job safety training; Recommends changes in job procedures to eliminate safety hazards; Maintains records, reports, and cost analyses on safety programs; Recommends action to be taken in cases of violation of safety rules and regulations; Assists in the review of new construction plans and specifications to eliminate potential built-in hazards; Provides periodic safety statistics and progress reports for evaluation of the safety program and improvement in safety performance.



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## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of analytical chemistry as applied to chemical evaluation of wastewater; Thorough knowledge of principles and practices of bacteriology as applied to analysis of wastewater; Thorough knowledge of principles and practices of instrumental analysis; Thorough knowledge of methodology applied in chemical and bacteriological analysis of wastewater; Skill in the use of laboratory equipment and in the application of laboratory and scientific research practices and techniques in instrumental analysis; Ability to supervise others in a manner conducive to full performance and high morale; Ability to apply accepted scientific procedures, methodology and formulas to work assignments; Ability to analyze laboratory results; Good knowledge of principles and practices of quality control and quality assurance related to an environmental laboratory in accordance with mandates from the New York State Lab Certification Program; Ability to express orally and in writing findings and conclusions according to accepted scientific procedure; Good knowledge of Federal, State and local laws, rules and regulations pertaining to industrial safety and health standards; Good knowledge of safety practices within the wastewater collection and treatment industry; Working knowledge of fundamental safety procedures including first aid, cardiopulmonary resuscitation, sight and hearing protection, fire protection, toxic gases (chlorine) and oxygen deficiency; Ability to enforce regulations firmly, tactfully, and objectively; Ability to keep accurate records and prepares clear and concise reports; Ability to instruct and train others in operations, maintenance, safety and supervision; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:** Either;

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in biology, chemistry or a closely related field which must have included a minimum of eighteen (18) credit hours in chemistry and four (4) credits hours in microbiology and three (3) years of professional level work experience, or its part-time equivalent, in the analysis of water, wastewater or industrial waste, in which one (1) year of experience must have been in the administration and compliance of NELAC laboratory, **OR**
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in biology, chemistry, or a closely related field with which must have included a minimum of eighteen (18) credit hours in chemistry and four (4) credits hours in microbiology and three (5) years of professional level work experience, or its part-time equivalent, in the analysis of water, wastewater or industrial waste, in which one (1) year of experience must have been in the administration and compliance of NELAC laboratory.

## **SPECIAL REQUIREMENT:**

Must possess and maintain certification as an Instructor of Basic First Aid and Cardiopulmonary Resuscitation by the American Red Cross within six months of appointment, along with a New York State Driver's License.

**Posted 09/27/2018**

**Last Date to File: Open**