

Job Title:	Lab Technician/Operator	Department/Loc:	Water Treatment Plant
FLSA Classification:	Non-Exempt	Date Drafted:	November 2025
Reports To:	Lab Director		

Position Summary

The purpose of the class is to perform analysis of water to identify the levels of various components in the water operations process. The class is responsible for collecting, testing, analyzing water samples as well as operational duties. Reporting results are communicated to the lab director and water plant operators. The class works according to set procedures under direct supervision of the Lab Director. Provide expert level monitoring and treatment of the City's drinking water facility including purification, plant operation, maintenance, and quality control. Applicants must have the ability to obtain a "C" Water Treatment Plant Operator's Certification within two years of hire date. Entry level applicants and all licensing levels will be considered.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.
 - Performs laboratory tests according to prescribed standards to determine chemical characteristics of water for such purposes as quality control, or process control; conducts laboratory tests and analyzes results according to DHEC/EPA regulations; collects samples water for testing, interprets data, records test results on standardized forms and prepares laboratory reports describing procedures used.
 - Performs monthly distribution sampling of water testing sites and biweekly tank checks.
 - Runs the 7:30am chemistry set biweekly on all analyses.
 - Sets up, operates, and maintains laboratory equipment and instruments; cleans and sterilizes laboratory equipment. Performs preventive maintenance. Properly disposes of laboratory waste as needed.
 - Ensures quality control of all testing and analytical procedures; corresponds with contract laboratories to arrange additional outside testing or obtain information.
 - Keeps abreast of regulatory changes and changes in laboratory analysis techniques.
 - Maintains supply inventories; orders supplies as needed.
 - Consults with other staff members regarding laboratory procedures.
 - Trains others in laboratory methods and procedures; follows safety rules and regulations; performs general housekeeping activities in the laboratory.
 - Completes within deadlines the Monthly Operating Report (MOR) and the Discharge Monitoring Report (DMR) for DHEC and maintains the records including, reportable data, training data, and outside sample data.
 - Maintains OSHA MSDS information on sheets for the WTP section.
 - Interacts and communicates with various individuals and groups including supervisors, operators, co-workers, regulations personnel and the general public.
 - Check Edmunds system daily to update invoices, orders, and balances for laboratory and WTP operations.
 - Daily check of WTP bulk chemical supply and assist Superintendent with orders.
 - Complete daily checks of WTP process controls to ensure proper operation.

- Operate the water purification plant as needed:
 - Determine chemical dosages.
 - Preventative maintenance
 - Operate SCADA and maintain operating logs.
 - Changing chlorine cylinders

Position Responsibilities - Non-Essential/Other

- Other duties as assigned. Normal work schedule of 40 hours per week, but may involve shift work/coverage that will increase scheduled work hours.

Essential Skills and Experience

- **DATA INVOLVEMENT:**

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

- **PEOPLE INVOLVEMENT:**

Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances.

- **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring moderate instruction and experience such as laboratory testing equipment.

Beneficial Skills and Experience

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license

EXPERIENCE REQUIREMENTS:

Requires one year of laboratory experience in environmental science, or any equivalent combination of training and experience which provides the skills, knowledge and ability.

Mental & Physical Demands - ADA Guidelines

Physical Demands

● Sit	Frequently	● Reach Outward	Frequently
● Walk	Frequently	● Reach Above Shoulder	Frequently
● Stand	Frequently	● Climb	Occasionally
● Handling	Frequently	● Crawl	Occasionally



Lifting Requirements

- 10 pounds or less Frequently
- 11-20 pounds Frequently
- 21-50 pounds Occasionally
- 51-100 pounds Occasionally
- >100 pounds Occasionally

Pushing and Pulling Requirements

- 12 pounds or less Frequently
- 13 to 25 pounds Occasionally
- 26 to 40 pounds Occasionally
- 41 to 100 pounds Occasionally
- > than 100 pounds Occasionally

Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, disease/pathogens and toxic/caustic chemicals. Work may require the use of Personal Protective Equipment (PPE).

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed