

## **POLLUTION CONTROL ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work of a moderately complex nature involving the responsibility for preparing chemical solutions and conducting various physical, chemical and bacteriological tests on sanitary sewage. The work is performed under the general supervision of a Pollution Control Supervisor, but there is some latitude for independent judgment when performing tasks. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts physical, chemical and bacteriological analysis of wastewater samples collected at various stages of treatment within the Rockland County wastewater treatment plants, tests include, but are not limited to, bio-chemical oxygen demand (total, soluble and carbonaceous), chemical oxygen demand, suspended solids, total and volatile solids, total alkalinity, volatile acids, hydrogen ion concentration, temperature, settleable solids, conductivity, coliform count, standard plate count, sulfides, nutrients toxicity (accessed via manometer and toxicity meter), metal analysis and chlorine levels (total, residual and free);

Performs daily calibration of laboratory instruments, maintains the proper functioning of laboratory equipment and instruments and maintains an inventory of laboratory supplies;

Generates computerized monthly reports of operations performance and compiles State Pollutant Discharge Elimination System (SPDES) reports for submission to state agencies;

Computes data of industrial samples and prepares reports for Engineering staff and other personnel;

Conducts tests to maintain laboratory certification from the New York State Department of Health and Environmental Protection Agency (EPA) under the Environmental Laboratory Approval Program (ELAP), including successfully completing semi-annual sample testing from these agencies and maintaining a comprehensive quality assurance and quality control program;

Conducts analytical procedures and maintains records in compliance with established state standards;

Provides assistance to the Pollution Control Supervisor with complex tests and special laboratory projects;

Prepares laboratory reagents for various chemical and bacteriological tests on samples collected from the plant facility, other industries and state agencies;

Collects sewage samples from various plant and field locations for routine laboratory testing;

Cleans laboratory equipment and instruments and sterilizes laboratory glassware and reagents;

May perform supervisory duties in the absence of the Pollution Control Supervisor.

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

Good knowledge of analytic chemistry and microbiology; good knowledge of analytic laboratory equipment, procedures and techniques; working knowledge of the Standard Methods and New York State Environmental Laboratory Approval Program (ELAP)\*; ability to perform mathematical computations; ability to use computer software; ability to perform a variety of physical, chemical and bacteriological tests in the area of sanitary sewage and provide accurate results; ability to establish and maintain cooperative working relationships with others; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Biology, Microbiology, Chemistry or a comparable laboratory science degree, which included or was supplemented by sixteen (16) college credits in Chemistry and one (1) year of experience in a laboratory, which involved analytical experience\*\*.

(over)

**NOTE:** An Associate's degree in Biology, Microbiology, Chemistry or comparable laboratory science degree which included or was supplemented by sixteen (16) college credits in Chemistry plus two (2) additional years of experience may be substituted for the Bachelor's degree.

\*To be demonstrated during the probationary period.

\*\*Examples of analytical experience include, but are not limited to, conducting tests or experiments, interpreting data, analyzing samples, quality control, formulating products, research and development, data interpretation, troubleshooting issues using scientific instruments and methodologies, safety and compliance, technical support, etc. It often involves analyzing chemical compositions. These activities demonstrate the practical application of chemistry knowledge in various settings (e.g., laboratories, industrial plants, environmental agencies, research institutions, etc.).

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Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.