

POSITION AVAILABLE IN THE CITY OF BATESVILLE

January 18, 2018

WASTEWATER DEPARTMENT – LABORATORY TECHNICIAN

DUTIES AND RESPONSIBILITIES – SEE ATTACHED JOB DESCRIPTION

FUTHER INFORMATION

SHIFT HOURS ARE:

MONDAY- WEDNESDAY 6:00AM – 12:00PM

**EUGENE TOWNSLEY
500 EAST MAIN
BATESVILLE, AR. 72501**

To complete an internal application, please contact City Hall. Applications will be taken until position is filled. A copy of the job description is attached.

BATESVILLE WATER UTILITIES

Position Description

POSITION TITLE: Laboratory Technician Part Time

Exempt (Y/N): No

DEPARTMENT: Wastewater

DATE PREPARED: January 18, 2018

SUPERVISOR: Laboratory Supervisor

SUMMARY

The incumbent is responsible for running and analyzing all assigned laboratory tests; calculating and keeping accurate records of all test results; work with a variety of laboratory equipment; filing reports; cleaning laboratory equipment; glassware and other areas as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following or other duties as may be assigned.

1. Run and analyze all assigned laboratory tests.
2. Calculate and keep accurate records of all laboratory test results.
3. Ability to use automatic and manual sampling devices and laboratory equipment.
4. Work with treated and untreated wastewater; work with hazardous laboratory chemicals, fumes, odors and dust.
5. Calibrate all lab equipment when needed.
6. Keep laboratory clean and clutter free.
7. Direct calls when necessary and take messages when needed.
8. Perform other related duties as required or assigned.

RESPONSIBILITY FOR FUNDS, PROPERTY, EQUIPMENT, ETC.: \$5,000-\$150,000

SUPERVISION RESPONSIBILITIES

None.

EDUCATION AND EXPERIENCE

High school diploma or GED.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

INTERNAL COMMUNICATIONS

Regular contacts with the, Laboratory Supervisor, Operators, Cross Connection/ Pretreatment Coordinator, Maintenance; Superintendent and with other departments as needed.

EXTERNAL COMMUNICATIONS

Outside representatives as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Have the ability to use a personal computer, general laboratory equipment and standard office equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are 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 the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to stand or walk; and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock and wastewater biohazards.

The noise level in the work environment is usually moderate, but occasionally loud for short periods of time.