



CITY OF CARMEL
invites applications for the position of:
Laboratory Technician

An Equal Opportunity Employer

SALARY: \$57,699.00 - \$69,240.00 Annually

OPENING DATE: 11/30/22

CLOSING DATE: 12/16/22 11:59 PM

POSITION SUMMARY:

The purpose of this position is to perform chemical and biological analyses of wastewater and biosolids in support of the wastewater treatment plant operation while maintaining the quality assurance program of the laboratory operation.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collects, receives, and preserves wastewater, biosolids, industrial waste and plant process samples; maintain and verifies the sample chain of custody.
- Performs chemical, bacteriological, and physical examinations as required by environmental agencies, department rules and regulations, plant regulations and standard laboratory procedures for various parameters.
- Analyzes samples for various parameters as required by environmental agencies, department rules and regulations, plant regulations and standard laboratory procedures.
- Performs quality control checks on all tests and maintains the laboratory quality assurance program.
- Prepares standard solutions and reagent solutions for use in analytical testing.
- Calibrates and maintains laboratory equipment.
- Reads measurements, calculates, and interprets analytical results.
- Performs general cleaning and maintenance tasks necessary to keep equipment and tools in operable condition, which may include: inspecting equipment, checking and replacing fluids, greasing equipment, replacing parts, cleaning labware, decontaminating containers, performing basic repair of laboratory equipment, cleaning work areas, monitoring equipment operations to maintain efficiency and safety, and reporting faulty equipment.
- Utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.
- Maintains inventory levels of departmental chemicals, equipment and supplies; initiates requests for new or replacement materials.
- Records data precisely and accurately while maintaining the laboratory reporting and filing systems; prepares reports and related materials in accordance with departmental, State, and Federal requirements.
- Answers the telephone, provides information and assistance to customers, takes and relays messages or directs calls to appropriate personnel.

Non-Essential Job Functions:

- Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to review, classify, analyze, record and report data.
- Ability to utilize a variety of reference, descriptive and advisory data and information.
- Ability to communicate effectively with supervisor and co-workers.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and percentage; ability to calculate surface areas, volumes, weights and measures.
- Ability to operate a personal computer utilizing spreadsheet, database management and other software applications as may be necessary to perform essential job functions.
- Ability to operate a variety of machinery, equipment, and tools associated with laboratory operations including, but not limited to, autoclave, incubators, meters, ovens, burette dispensers, centrifuge, colorimeter, furnace, ion analyzers, balances, spectrophotometer, reactor, microscope and other diagnostic instruments.
- Ability to respond to 24 hour call-out.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 12-20 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, fumes, toxic agents, disease or pathogenic substances.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Bachelor's degree in chemistry, biology, microbiology or related field; or
- Three (3) to five (5) years of experience involving wastewater laboratory analysis; or
- Any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana Driver's License. Must possess (or possess ability to obtain) and maintain any required certifications.

The City of Carmel, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.carmel.in.gov>

Job #2022 - 044
LABORATORY TECHNICIAN
JS

OUR OFFICE IS LOCATED AT:
One Civic Square
Carmel, IN 46032
317-571-2465
317-571-2467
hr@carmel.in.gov

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Laboratory Technician Supplemental Questionnaire

- * 1. Describe in detail your experience in collecting, receiving, and preserving wastewater, biosolids, industrial waste and plant process samples.

- * 2. Describe in detail your experience analyzing samples for various parameters as required by

environmental agencies, department rules and regulations, plant regulations and standard laboratory procedures.

* Required Question