



EMPLOYMENT OPPORTUNITY- *Temporary*

Laboratory Technician

Public Works Department

Salary: \$26.22 / hour

Filing Deadline: 5:00 PM, Friday, October 13, 2023

The City of El Centro is seeking to fill a vacant temporary position of Laboratory Technician in the El Centro Public Works Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under moderate supervision, performs water quality and other laboratory testing for regulatory compliance, industrial waste source control, and plant process control; performs related responsibilities as required.

Distinguishing Characteristics: This position receives general, functional, and technical supervision from the Wastewater Treatment Plant Supervisor or designated supervisor.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Collects and logs samples for analysis; prepares glassware and equipment for laboratory use; and performs lab housekeeping duties as necessary.
- Performs mathematical calculations and statistical analysis for test results, and records test results on appropriate laboratory and operational data sheets.
- Maintains and performs minor repairs to lab equipment, fixtures and samplers.
- Orders necessary supplies and equipment to maintain a properly functioning laboratory.
- Maintains a clean and orderly laboratory and a safe work environment.
- Maintains and updates the Quality Assurance Manual, Chemical Hygiene Plan, Laboratory Procedures Manual, and prepares required documentation for each.
- Independently schedules and conducts the performance of all laboratory work to ensure full and timely completion of all laboratory duties.
- Performs physical, chemical and biological testing to monitor treatment plant operations and ensure adherence to NPDES permit requirements.
- Prepares chemical reagents.
- Assembles data to generate effluent monitoring reports, reclaimed water monitoring reports, industrial source control and various state reports as required.

- Maintains a current laboratory registration certificate.
- Maintains appropriate records and perform other related duties as may be assigned.

MINMUM QUALIFICATIONS

Knowledge of:

- Wastewater laboratory analysis methods, practices and procedures, including quality assurance procedures.
- General principles of wastewater treatment collection and treatment, chemistry and microbiology as required for an effective laboratory operation.
- Regulatory requirements for wastewater treatment.

Skill to:

- Perform a variety of chemical and biological laboratory tests.
- Read and follow instrument instruction manuals.

Ability to:

- Work with limited supervision and exercise sound judgment in a laboratory setting
- Perform technical test procedures using a variety of laboratory instruments and evaluate test results.
- Perform the technical testing and reporting procedures required for a wastewater treatment plant laboratory.
- Communicate and work cooperatively with co-workers, supervisors and the general public
- Understand and carry out oral and written instructions and safety procedures.
- Complete basic work activity records and time reports.

TRAINING AND EXPERIENCE: Three (3) of progressively and increasingly responsible laboratory experience.

EDUCATIONAL REQUIREMENTS

Required:

- High School Diploma or equivalent to High School graduation.

Desired:

- Completed courses to demonstrate a working knowledge of wastewater treatment operations and technology.

LICENSING / CERTIFICATION REQUIREMENTS

- California Class C Driver's License and an acceptable driving record must be maintained.
- Possession of a Grade II California Water Environment Association TCP Laboratory Analyst certificate

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily indoors in an office environment.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- May be required to perform public speaking.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 45 pounds.
- May require night and weekend assignments as needed in emergency conditions.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment
- Radios, cell phones and other communication devices.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.