



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

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<b>Job Title</b>	Laboratory Services Technician	<b>Employment Status</b>	Full-Time
<b>Utility Division</b>	Wastewater	<b>EEO Code</b>	3-A
<b>Workgroup/Unit</b>	Support Services	<b>Wage Range</b>	12
<b>FLSA Status</b>	Non-Exempt	<b>Effective Date</b>	January 2, 2022

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### Job Summary

Performs, routine chemical, physical, and bacteriological examinations of water samples; Prepares and maintains accurate documentation and records; Assumes responsibility for all routine laboratory services in the absence of the Laboratory Services Coordinator

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### Supervision Received and Exercised

Works under Intermittent Supervision of the Assistant Director for Operations or designee; Receives assignments with clearly defined objectives, priorities and deadlines; Defers to Supervisor regarding unusual situations that do not have clear objectives; Plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices; Work is reviewed for technical adequacy and conformance with practice and policy

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### Minimum Education and Experience Requirements

Graduation from an accredited college or university with an Associate's Degree in Chemistry, Biology, or related field of study; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

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### Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's license or ability to obtain upon residency

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### Essential Duties and Responsibilities

- ✓ Performs routine chemical, physical, and bacteriological examination of water, wastewater, and various sludge and solids samples in accordance with associated regulatory requirements; Prepares chemical reagents, bacteriological media, and other routine daily functions; Collects samples from various locations around the treatment facility; Operates various chemical, electrical, and electronic analytical devices and equipment; Performs minor repairs of instruments and equipment. Performs routine cleaning of equipment and work areas

- ✓ Prepares and maintains computerized and paper bench sheets, documents, and records; Reviews analytical results and reports findings for consideration in determining operational control measures; Assists in maintaining equipment and supply inventories
- ✓ Collects community drinking water samples from throughout the distribution system; Assists in performing bacteriological analysis of drinking water samples in keeping with specific regulatory requirements
- ✓ Participates in the assignment of laboratory services for holidays and weekends as required; Responds to after-hours contacts for services during emergency situations
- ✓ Participates in the promotion of positive public relations and customer service, assists in responding to inquiries and/or complaints, assists with facility tours, and support to utility divisions and workgroups as required
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
- ✓ Maintains current knowledge of analytical techniques and procedures as well as environmental regulations, technologies, trends, techniques, and processes through ongoing training, study, and continuing education

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### **Knowledge, Skills, and Abilities**

**Knowledge of:** Current principles, standard methods, practices, and application, of environmental laboratory procedures and techniques; Associated environmental regulations; Customer service; General Industry Standards for workforce safety; General office practices and procedures, including use of software applications such as MS Office

**Skills Demonstrated in:** Effective communication; Interpersonal interaction; Organization; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

**Ability to:** Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

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### **Physical Demands or Unusual Conditions**

While performing required duties, the incumbent is regularly required to work at a lab bench and travel to remote locations throughout the facility; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may be exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is occasionally required to perform manual labor including lifting of up to 50 pounds

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**Additional Requirements**

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

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Marion Utility Service Board Authority

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

\_\_\_\_\_  
Date