JOB DESCRIPTION

Dept: Laboratory

Position: LABORATORY TECHNICIAN

Effective: 10-14-26

General Description

The position requires the candidate to perform a variety of chemical and microbiological analyses for wastewater treatment processes and surface waters related to NPDES Permit, assist in research projects, and acquire and maintain competency in all aspects of the analyses performed in the SDMC Laboratory Department.

Supervision Received and Exercised

- Receives functional and direct supervision from the Laboratory Manager.
- Receives direction from Water Reclamation Superintendent.
- Provides general assistance and training for new Laboratory Technician hires.

Duties and Responsibilities

1. Operate and maintain a variety of laboratory equipment and analyses.
2. Sampling techniques relating to sub-sampling and sample preservation.
3. Proficiency in the use of laboratory equipment including pH, ISE, and dissolved oxygen meters, spectrophotometers, analytical and pan balances, titration, ovens, incubators, autoclaves, microscopes, thermometers, automatic pipets, and the maintenance and calibration procedures related to analyses and equipment.
4. Perform verification procedures on thermometers, weights, pipets, and equipment as required for use.
5. Prepare reagents, calibration standards and sample dilutions.
6. Proficiency in the use of macro and micro pipets and laboratory plasticware and glassware.
7. Understanding of good laboratory practices, safety, and general housekeeping associated with a laboratory and office environment.
8. Conformance to quality control and quality assurance requirements and testing procedures for current procedures listed as SOP-200 and SOP-300 series documents.
9. Receiving and the processing of incoming samples for SDMC personnel.
10. Maintain records, logs, reports relating to analyses performed.
11. Safe working practices pertaining to work within a chemical laboratory and a treatment plant facility as required by the SDMC.
12. Work variable shift schedules, overtime, and on-call. Schedules include weekends and holidays as part of a normal work schedule.
13. Compliance with written and verbal directives.
14. Perform related duties as required.

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Licenses and Certification

1. A bachelor's or associate degree from an accredited college or university in chemistry, biology, environmental science, or related field is required.
2. Technical competency that includes a minimum of three years of experience in environmental monitoring and laboratory testing may substitute for education.
3. State of Indiana Municipal Class I (or higher) Certified Operator's License is preferred.

Experience and Knowledge

1. Documented competency in NDPES permit required laboratory analysis proficiency in accuracy and precision. This includes quality control documentation, reagent preparation, and data management. Competence in organizational and self-management skills necessary to complete daily testing requirements.
2. Use of Microsoft Office Excel, Word, and Outlook programs.
3. Implementing and understanding laboratory quality control procedures.
4. Experience with internal and external auditing processes, the generation of corrective action reports, and the implementation of corrective and preventive actions.
5. Experience with testing methods referenced in Standard Methods, EPA methods, or the Federal Register 40 CFR Part 136.
6. Fundamental knowledge of the SDMC wastewater treatment process and the current SDMC permit # IN0023752 for Outfall 001 (plant effluent) and Outfall 002CP (wet weather treatment).
7. Sample management as it pertains to testing procedures and preservation.
8. Proficiency in standard analytical laboratory procedures conforming with current testing SOPs.

Physical Demands and Working Environment

1. Frequently required to stand, walk, and sit, use hands to manage, use, or feel objects, tools, and controls, reach with hands and arms; climb or balance, stoop, kneel, crouch, crawl, and talk, listen (hear), and smell.
2. Use telephone and write or use a keyboard to communicate through written means; communicate via mobile communication device.
3. Successfully pass a physical examination, including drug and alcohol screening.
4. Exposure to computer screens and laboratory environment.
5. Occasional exposure to chemicals, microbiological agents, and fumes.
6. Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as sitting, walking, standing for prolonged periods of time, moderate, or light lifting.
7. Frequently lift or carry weight of 25 pounds or less and occasionally lift or carry weight of 50 pounds or less.

8. Verbally communicate, hear, smell, and have visual ability for close work and distance work and distinguish colors and gray scale contrasts.
9. Occasionally works near moving mechanical parts and in outside weather conditions.