

ALLENDALE CHARTER TOWNSHIP

Position: Laboratory Technician

Immediate Supervisor: Assistant Superintendent of Public Works

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

Essential job functions:

- Perform lab tests daily and order lab supplies
- Check performances and do maintenance on lab electronic equipment and probes
- Prepare chemicals for use in tests
- Maintain a QA-QC program as required by the Department of Environmental Quality
- Perform lab tests for Leprino Foods, monitor results and report any violation to Leprino Foods
- Answer telephones, deliver messages, etc.
- Regulate alum and chlorine, watch test results and report possible problems to supervisor
- Responsible for the daily operation of public works, including (but not limited to), maintain testing clarifiers and bio-discs, computer work, maintain chlorine use
- Perform lab analysis on a rotating week-end schedule and be on call for emergencies as requested

Knowledge/Skill requirements:

- Previous public works experience and/or training would be helpful
- College level chemistry, biology and computer science are required for this position.
- Lab certification is encouraged to obtain
- Six licenses are available through the Michigan Department of Environmental Quality and the employee is encouraged to obtain as many licenses as possible
- This position requires the ability to explain procedures and respond to questions from the public
- Basic writing skills, knowledge of spelling punctuation and grammar are required for this position
- Tasks are routine in nature, accuracy and alertness are of utmost importance to maintain a quality control program and to be aware of possible problems
- This position requires supervision of other employees
- This position requires logic, intuition, limited analysis, research, organization, and judgement skills
- This position requires meeting deadlines

Ability requirements:

- Ability to stand for a major portion of the workday
- Ability to work independently
- Ability to lift and carry at least 50 pounds of weight

- Ability to drive, with a valid drivers license
- Ability to operate/drive equipment necessary to collect samples
- Ability to speak clearly and listen carefully on the telephone and in public
- Ability to read and perform math functions
- Ability to use computers

Education requirements:

- Bachelor Degree with focus on Chemistry or related field
- College level chemistry, biology and computer science is required

Last Updated 10/2017