



DATE: March 1, 2019

RE: Job Posting – Laboratory Technician II

This is to advise that the Sanitary District is seeking a Laboratory Technician II. The Laboratory Technician II position performs a wide variety of duties in the areas of chemical, biochemical, bacteriological, microbiological, and toxicity analyses of water, wastewater, and solids.

The following minimum education, license, and experience requirements and preferences apply: A Bachelor of Science Degree, in Chemistry or related science, experience in a wastewater testing laboratory, and a municipal wastewater operator's license, are preferred. A valid driver's license and a high school diploma are required.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City; or at <http://www.mcsan.org/Labtech-packet.pdf>. Please attach your resume to your application. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, March 8, 2019.



**SANITARY DISTRICT OF MICHIGAN CITY, INDIANA**  
**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.**

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Laboratory Technician II Today's Date: \_\_\_\_\_

Are you seeking: Full-Time ☐ Part-Time ☐ Temporary/Seasonal ☐ employment? Start Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name Telephone Number

\_\_\_\_\_  
Present Street Address City State Zip

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes ☐ No ☐  
If hired, can you furnish proof you are eligible to work in the U.S.? Yes ☐ No ☐

Social Security Number (optional) \_\_\_\_\_

Have you ever applied here before? Yes ☐ No ☐ If yes, when? \_\_\_\_\_  
Were you ever employed here? Yes ☐ No ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes ☐ No ☐  
If yes, give details \_\_\_\_\_  
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes ☐ No ☐  
If yes, please explain \_\_\_\_\_

For Driving Jobs ONLY: Do you have a valid driver's license? Yes ☐ No ☐  
Driver's License Number: \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes ☐ No ☐  
If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). \_\_\_\_\_  
\_\_\_\_\_

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/ Certificate	Subjects Studied
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High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			

What skills or additional training do you have that relate to the job for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

What machines or equipment can you operate that relate to the job for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

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NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, give details. _____		
Are you presently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Read Each Statement Carefully Before Signing**

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **MICHIGAN CITY SANITARY DISTRICT**

### **JOB DESCRIPTION**

**POSITION/JOB TITLE:** Laboratory Technician II  
**DEPARTMENT:** Laboratory and Field Monitoring Services  
**FLSA Status:** Non-exempt/Overtime

**JOB CLASSIFICATION:**  
Non-Exempt / Overtime Eligible

### **GENERAL DESCRIPTION:**

The job requires the perform a variety of chemical, biochemical, bacteriological, and microbiological analyses of water, wastewater, receiving waters, and related solids and by-products relevant to wastewater collection, treatment, and disposal. Collect samples and perform and/or assist in research projects. Follow and adhere to the Quality Management System for the Laboratory Department. Collect samples and perform and/or assist in research projects.

### **SUPERVISION RECEIVED AND EXERCISED**

1. Receives supervision from the Laboratory Manager.
2. Technical supervision also received from the Quality (QMS) Manager.
3. Provide general assistance to Lab Technician I.

### **DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS**

Duties, responsibilities, and essential functions may include, but are not limited to, the following:

1. Operate a variety of field monitoring and laboratory equipment and perform various types of field monitoring and laboratory analyses, including the collection of samples and the analysis of chemical, biochemical, bacteriological, and microbiological characteristics of water, wastewater, streams, lakes, and related solids and by-products relevant to wastewater collection, treatment, and disposal.
2. Perform preventive maintenance on field monitoring and laboratory equipment.
3. Maintain strict conformance with all the Quality Management System for the Laboratory Department and all Quality Control and Quality Assurance requirements and procedures.
4. Conduct water and wastewater sampling and provide sample custodian duties including the preparation sampling containers for internal customers, receive samples, and transfer of samples to out-sourced laboratories.

5. Maintain records including, sample chain of custody records, preparation and completion of daily records relating to daily analyses performed, sample logs, records related to industrial and non-plant samples completion.
6. Distribute SDMC Laboratory Reports, as instructed.
7. Accurately perform chemical additions and mathematical calculations and maintain appropriate records both in handwritten and electronic formats.
8. Assist other Laboratory Department staff as needed.
9. Maintain good laboratory housekeeping practices and clean lab work and office areas.
10. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
11. Use safe work practices; use and observe all appropriate safety precautions as required by the District.
12. Follow written orders, verbal orders, and Standard Operating Procedure.
13. Communicate clearly and concisely, both orally and in writing.
14. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
15. Interact positively with the public.
16. Provide guidance and assistance to Lab Tech I.
17. Perform related duties as required.

## **EDUCATION, LICENSES, CERTIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

### **Education**

The following Education requirements and preferences apply:

1. Bachelors of Science degree from an accredited college or university with major in chemistry, biology, environmental, chemical, civil, or mechanical engineering, quality management, or a related field is preferred.
2. High School diploma, or GED equivalent, required.
3. Experience and demonstrated competency that includes water/wastewater monitoring and water/wastewater analytical laboratory testing may substitute for the educational requirement at the discretion of the General Manager.

### **Licenses and Certifications**

The following License and Certification requirements and preferences apply:

1. Valid State of Indiana Municipal Class I (or higher) Certified Operator's License, or the ability to obtain a Class I license (or higher) within 12 months, is required.
2. Valid Indiana, Michigan, or Illinois driver's license is required.
3. American Society for Quality (ASQ) Certification (or other quality certification) in the area of Quality Management Systems, Laboratory, or other laboratory related field is preferred.

## **Experience**

The following Experience requirements and preferences apply:

1. A minimum of one year of laboratory testing experience is required.
2. Wastewater treatment operations experience is preferred.
3. Experience with continuous improvement methods and practices preferred.
4. Experience implementing ISO/IEC 17025, ISO 14001, ISO 9000, or equivalent quality management programs are preferred.
5. Experience with internal and external auditing processes, the generation of corrective action reports, and the implementation of corrective and preventive actions preferred.
6. Experience with continuous improvement methods and practices preferred.

## **Knowledge**

The requirements for this position include knowledge of:

### General Knowledge:

1. Equipment and its usage found in the District's wastewater treatment operation and processes.
2. Routine sampling of wastewater, stream, beach, lake, and industrial samples and control test procedures.
3. Safe working practices pertaining to work within a treatment plant facility.
4. Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

### Specific Knowledge:

1. Perform standard analytical laboratory procedures for the analysis of water and wastewater in a timely manner.
2. Sampling techniques, sample preservation, and holding times pertaining to water and wastewater.
3. Laboratory equipment and use related to wastewater analyses.
4. Precision in reagent making and bacteriological media.
5. Mathematics as it applies to laboratory work.
6. Good housekeeping skills to maintain clean and safe laboratory environment; restock bench-top supplies, sweeping, mopping, and dusting.
7. Safe laboratory environment skills.
8. QMS and ISO/IEC 17025 standards.
9. NPDES Program and federal, state, and local environmental regulations.
10. Operations, services, and activities of a comprehensive water and wastewater monitoring and analytical laboratory program.
11. Principles and practices of analytical chemistry and microbiology methods and techniques of water and wastewater field and laboratory analysis, including USEPA prescribed methods.
12. Principles and practical application of environmental monitoring and laboratory quality assurance in accordance with ISO/IEC 17025, ISO 14001, and related quality standards, principles, and practices of statistics, including: distribution functions, probabilities, descriptive statistics, and regression analysis.

13. Wastewater chemistry and the chemical and biological reactions of a wastewater treatment process.
14. Wastewater sampling and control test procedures.
15. Standard analytical procedures for the analysis of water and wastewater.
16. Wet chemistry and inorganic chemistry techniques and instrumentation related to wastewater analyses, including: gravimetric, titrimetric, specific-ion meters, laboratory balances, spectrophotometers, ovens, furnaces, incubators, autoclaves, water baths, microscopes, bacteriological apparatus, analytical glassware, reagents, bacteriological media, chain of custody procedures, sample preservation, holding times, and statistical analysis.
17. Mathematics as applied to laboratory work, including statistical tests and experimental design.
18. Routine and unusual wastewater, stream, beach, lake, and industrial sampling and control test procedures.
19. Safe working practices pertaining to work within a treatment plant facility and safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

## **Skills**

The following skill requirements and preferences apply:

1. Strong written and verbal communication, interpersonal, and presentation skills
2. Excellent critical reasoning, decision-making, and system thinking skills
3. Independent problem solving with an analytical focus on problem solving

## **Abilities**

The requirements for this position include the ability to:

1. Perform complex water quality laboratory and quality assurance activities.
2. Record and determine the validity of field monitoring and laboratory analysis data and results.
3. Research, analyze, and troubleshoot monitoring, analytical, and instrumentation problems, identify alternative solutions, project consequences of proposed actions, and implement corrective actions.
4. Communicate clearly and concisely, both orally and in writing.
5. Operate office equipment, effectively use laboratory information management systems and use, and use and operate Microsoft Office and other related computer software.
6. Perform complex professional and analytical work.
7. Interpret instructions for chemical and bacteriological analyses, chain of custody procedures, sample preservation, holding times, and statistical analysis.
8. Establish and maintain effective working relationships with peers and external contact.

## **SPECIAL REQUIREMENTS, PHYSICAL DEMANDS, AND WORKING CONDITIONS**

The following special requirements, physical demands, and working conditions apply:

1. Frequently required to stand, walk, and sit, use hands to handle, 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.