



DATE: April 21, 2017

RE: Job Posting – Laboratory Technician II

This is to advise that the Sanitary District is seeking a Laboratory Technician II. This job entails 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, May 5, 2017.



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
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

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

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: _____

JOB DESCRIPTION

Dept: WWTP Department



Position: LAB TECHNICIAN II

Effective: 11-17-10

DEFINITION:

Perform a variety of specialized chemical, biochemical, bacteriological, microbiological, and toxicity analyses of water, receiving waters, wastewater, and related solids and by-products relevant to wastewater collection, treatment, and disposal; collect samples; perform and/or assist in the conduct of complex research projects. Positions in this class are distinguished from the senior levels in that responsibilities do not include administrative or managerial duties relevant to the daily operation of the laboratory.

SUPERVISION RECEIVED & EXERCISED:

- Receives general supervision from the Lab Supervisor.
- Receives direction from the Plant Superintendent.
- May exercise technical supervision over subordinate laboratory personnel.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF LAB TECHNICIAN II:

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

1. Perform a variety of chemical, biochemical, bacteriological, microbiological, and toxicity analyses of water, wastewater, and related solids and liquids relevant to wastewater treatment collection, treatment, and disposal.
2. Assist in preparing and completing daily reports relevant to regulatory monitoring and process control requirements; perform and/or assist in complex research projects requiring special chemical and biological analyses.
3. Provide analytical support to all sections within the laboratory, including weekends and holidays, to assure meeting regulatory monitoring and process control requirements.
4. Perform complex chemical and mathematical calculations and statistical analyses for test results; maintain appropriate records and logs.
5. Operate a variety of laboratory equipment including the gas chromatograph/mass spectrometer, the atomic absorption spectrophotometer, as well as other computer-controlled analyzers.
6. Collect samples and perform basic laboratory tests and analysis.
7. Participate in QA/QC Program.
8. Report chemical and glassware requirements as needed to Lab Supervisor.
9. Maintain and properly record analytical data on bench sheets and electronically.
10. Maintain orderly data collection files.
11. Assist Lab Supervisor as needed.
12. Prepare NPDES reports and keep appropriate records.
13. Oversee collection of receiving stream samples and other various samples as needed.
14. Maintain good housekeeping and a well-organized workplace. Maintain clean laboratory glassware.
15. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
16. Perform related duties as required.

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF ALL WWTP PERSONNEL:

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

1. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
2. Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and noncompliances to your Supervisor.
3. Communicate clearly and concisely, both orally and in writing.
4. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
5. Interact positively with the public.

DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:

General Knowledge:

- Equipment and its usage found in the District's wastewater treatment operation.
- Routine cleaning and basic operation of wastewater treatment equipment.
- Routine wastewater sampling and control test procedures.
- Safe working practices pertaining to work within a treatment plant facility.
- Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

Specific Knowledge:

- Standard methods for the analysis of water and wastewater.
- Sampling techniques and statistical analysis.
- Modern laboratory equipment and its uses.
- Mathematics as it applies to laboratory work.

For the position of Lab Technician I, Ability to:

- On a continuous basis analyze data calculations, identify which rules and procedures apply, interpret procedures, know chemistry and safety rules, problem solve deviations from expected results and poor performance of instruments, remember reference sources, and explain procedures to other analysts.
- Sit at a desk, walk around lab areas, walk around outside facilities, and stand for long periods of time while performing tests on a continuous basis; perform simple grasping and fine manipulation, and lift or carry weight of 50 pounds or less.
- Analyze and interpret the results of routine laboratory tests of water and wastewater.
- Assist in the conduct of the more complex research projects.
- Maintain accurate records and prepare appropriate reports.

For all WWTP Staff, Ability to:

- Understand the organization and operation of the District.
- Continuously understand District policies and procedures.

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- Deal tactfully and effectively with those encountered in the course of work.
- Work cooperatively with co-workers and all District staff.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Two years experience in wastewater treatment desirable.

Education:

- High School diploma, or GED equivalent, required.

Licenses and Certification:

- Possession of a valid Indiana Driver's License.
- Must possess, or obtain within eighteen months of start date of this position, Class I, or higher, WWTP Operator Certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

Physical Requirements: Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works near moving mechanical parts and in outside weather conditions.