



## **JOB POSTING COVER SHEET**

**CLASS TITLE:** Assistant Laboratory Technician

**POST ON BOARDS:** March 4, 2019

**DATE EMAILED TO DEPARTMENTS:** March 4, 2019

**TIME EMAILED TO DEPARTMENTS:** 5:00 pm

**DATE TO REMOVE POSTING:** Open until filled.

**APPLICANTS:** Open to all.



**INTEROFFICE MEMORANDUM**

PLEASE POST  
10/1/21

**TO:** All Department/Division Heads  
**FROM:** Human Resources  
**DATE:** October 1, 2021  
**SUBJECT:** **JOB OPPORTUNITY: Department of Utilities, Water Treatment Plant Division**

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CLASS TITLE: **Assistant Laboratory Technician**

**GRADE 11**

**HOURLY ENTRANCE RATES**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$20.6282	\$21.6605	\$22.7432	\$23.8802	\$25.0743	\$26.3280

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Candidates for appointment to this class must obtain Class I water plant operator's license as issued by the State of Ohio within two years from the effective date of appointment. Must obtain a chemical and bacteriological license as issued by the State of Ohio within three years from the effective date of employment. Must obtain microcystin analysis training within three years from the effective date of appointment. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Submit applications no later than 4:30 pm on Tuesday, November 30, 2021.**

**The City of Painesville is a drug and alcohol -free employer.**

**BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE [www.painesville.com](http://www.painesville.com). A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.**

*The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.*

**POSITION DESCRIPTION**  
**CITY OF PAINESVILLE**  
An Equal Opportunity Employer

**Position Title:** Assistant Laboratory Technician

3205

**Department:**

**Date:** 9/24/21

**Pay Class:** 11

**Exempt / Non-exempt:** Non-exempt

**General Purpose for Job:** This is professional laboratory work performing chemical and bacteriological tests in controlling and evaluating water treatment.

Work involves responsibility for performing the routine standard laboratory tests, as well as assisting in the more complex tests. Work is expected to be carried out independently under the general supervision of a supervisor and in keeping with such procedures and special instructions of the supervisor, also assisting in the performance of more complex testing with certified technicians. Work involves responsibility for assisting in the operation and maintenance of a water treatment plant and associated equipment. Work is evaluated for adherence to procedures and correctness in recording procedures and results by observation of work in process and a review of records and reports.

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Collects samples of water and their byproducts; assembles instruments and equipment; prepares chemical and bacteriological media, stains, reagents, and test solutions routinely used in the laboratory when certified or trained.
- Operates instruments and equipment in performing tests for phenols, nitrates and nitrites, phosphorous, turbidity, alkalinity, and hardness; records test results and prepares results of tests.
- Cleans, maintains, and stores instruments, supplies, and equipment; maintains inventory of supplies and initiates requests for replenishment of stock.
- Assist with laboratory record keeping and preparation of state reports.
- Assist and receive instruction in the operation of plant equipment.
- Adjust plant operation as directed.
- Assist in the maintenance of operating logs and records.
- Performs related work as required.

**MINIMUM EDUCATION AND EXPERIENCE** *(Required to qualify for position)*

**Education:** Graduation from high school supplemented by some college-level courses in chemistry and biology.

**Experience:** Experience in performing water laboratory tests.

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES** *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

**Knowledge of:**

- The basic principles of chemistry and bacteriology.
- Laboratory equipment, instruments, procedures, and terminology.
- Microsoft Excel and other Microsoft Office programs.

**Skill and Ability to:**

- Read, understand, and work from written descriptions of standard procedures and to comprehend and adhere to oral instructions.
- Record test results with accuracy and to summarize data and otherwise prepare reports of test results.
- Establish and maintain effective working relationships with other employees.

**License or Certification Required:** Candidates for appointment to this class must obtain Class I water plant operator's license as issued by the State of Ohio within two years from the effective date of appointment.

Must obtain a chemical and bacteriological license as issued by the State of Ohio within three years from the effective date of employment.

Must obtain microcystin analysis training within three years from the effective date of appointment.

**Physical Demands:** Lift 50 pounds+; load chemicals

**Scheduling Demands and Constraints:**