



The Village of Leetonia • Public Works Department
Mayor Kevin Siembida
Administrator Gary Phillips

Lab Analyst

Description

The lab analyst is responsible for operating the Village of Leetonia water and wastewater commercial laboratory. This position requires providing friendly and courteous service to customers; performing all necessary duties as directed by Ohio EPA and Village of Leetonia laws and regulations and as Directed by The Mayor, Village Administrator, and Laboratory Director; and ensuring that the operation of the laboratory is maintained to Ohio EPA, Ohio Department of Health, and Village standards.

Duties

- Excellent communication skills with supervisors, co-workers and customers
- Log and analyze data, completing reports and providing accurate and timely results
- Must adhere to all Ohio EPA rules and regulations, standard operating procedures
- Maintain a safe and clean work environment
- Perform the collection & all required testing on water & wastewater samples
- Maintain lab equipment by calibration, cleaning & replacing parts & otherwise keeping equipment functioning properly. Troubleshoot lab equipment to spot problems & report issues to Lab Director
- Manage supply inventory
- Maintain all documentation per regulations of Ohio EPA and Village of Leetonia
- Be aware of all lab customers monthly sampling schedules, EPA monthly revisions, & PWS contact information
- Use of internet, email and Microsoft Word & Excel for creating documents and reports
- Be able to operate without direct supervision and work independently
- Must show mathematical ability, planning and organizing skills
- Ability to navigate and use the GIS mapping system

Requirements

- Valid Driver license.
- Pass drug screen.
- Some college level courses in Microbiology, Chemistry or Biology desired
- Must be able to obtain chemical and microbiological certification as required
- Must be available 24/7 for emergencies and call outs

This is not a complete or comprehensive list of descriptions and job duty requirements.

Please mail resumes to:

Lisa Smith

waterplant@leetonia.org



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This is a part-time, entry level position with opportunity for advancement. Starting wage is \$12.00 per hour with additional pay raises for certifications and licenses. We are a Class II Wastewater Treatment Plant and Class I distribution system.