

Date Posted: February 21, 2020

In-House Posting Only

JOB OPENING ANNOUNCEMENT

Lancaster Area Sewer Authority is currently accepting applications for the following position:

LAB TECH 3

Location: Treatment Plant - Laboratory

Rate of pay: \$25.87/ hour*

Hours of work: 7:00 a.m. – 3:30 p.m. Monday-Friday**

Requirements: See attached job description

* Eligible for the following incentives (add-on):

- Lab Supervisor \$0.25/hour
- WW Cert. A-1 - \$0.30/hour

** Requires inclusion on schedule for rotation of weekends, working Saturday & Sunday, 7:00 a.m. – 11:00 a.m., with (1) day off during the week that precedes the weekend worked

If you are interested in applying for this position, please read the following:

1. To be considered for employment, an "Application for Employment" must be completed. If you are currently employed at LASA and interested in applying for this position, complete an "In-House Application". Applications may be rejected if information is incomplete or inaccurate.
2. Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
3. Completed applications should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603. External applicants selected for consideration of employment will be required to sign consent forms that provide LASA with the ability to send the applicant for a post-offer physical exam and drug test. All new hires will be required to successfully pass the physical exam and drug test as a condition of employment.
4. It is the policy of LASA to accept employment applications only when a Job Opening Announcement is posted. Applications of individuals who are not hired will remain on file for a period of two years. A new application must be completed when applying for a different position.

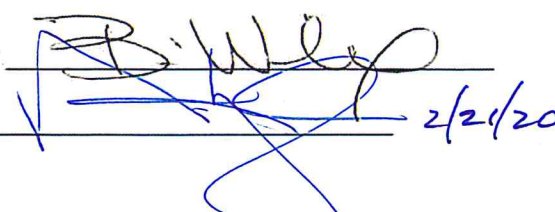
Closing date and time for submittal of applications: Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER
Lancaster Area Sewer Authority complies with all federal, state and local laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age (over 40), disability, marital status, ancestry, genetic information, status as a covered veteran, or any other legally protected characteristic.

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Participates with E-Verify

Department Supervisor

Executive Director



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Position Title: LAB TECH 3

Department: Treatment Plant/Laboratory
FLSA Status: Non-exempt, Hourly
Union Affiliation: Union
Reports to: Laboratory Manager
Supervises: NA

General Summary: Works under general supervision and uses discretion in identifying and resolving complex problems and assignments; collects samples, performs tests, maintains equipment; records data; drafts reports and recommends purchases.

Essential Duties and Responsibilities:

1. Collect wastewater samples from various locations at the treatment plant, monitor sampling equipment and perform maintenance checks; provide feedback and resolve problems.
2. Recommend and assist with the development of new procedures for sampling, analysis, and interpretation. Review existing procedures.
3. Perform laboratory testing and analysis in accordance with standard operating procedures on wastewater samples (e.g. treatment plant, collection system, trucked waste and Industrial Pretreatment samples) using various technologies, including, but not limited to: luminescence probes, ion selective electrodes, and spectrophotometers. Record data in laboratory notebooks (paper or electronic formats)..
4. Adhere to quality assurance and quality control practices. Adhere to and make recommendations for improvements to the LASA Quality Manual. Monitor current procedures for precision, accuracy and quality control.
5. Clean and maintain laboratory equipment, glassware, instruments and work area. Perform general housekeeping tasks.
6. Certified by PA DEP to act as the "Laboratory Supervisor" for Commonwealth of PA Laboratory Accreditation requirements and responsibilities.
7. Review, interpret and compile laboratory results for NPDES permit reports. Enter data into data management system and prepare reports for review.
8. Review, interpret and compile laboratory results for Industrial Pretreatment Program to determine compliance with permit standards. Enter data into data management system and prepare reports for review.
9. Assist with the collection of industrial samples when required.

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10. Inspect laboratory equipment to ensure proper working order; calibrate measuring instruments; maintain logs and records of equipment calibration; prepare reagents and standards and maintain preparation records; inventory laboratory chemicals and supplies; recommend purchases.
11. Adhere to and make recommendations for improvements to the Laboratory Safety & Chemical Hygiene Manual.
12. Participate in trainings on ethical and legal responsibilities.
13. Perform any other job duties that may be necessary and not included in this list.

Job Specifications:

*Indicates developed after employment

Knowledge (definitions included on separate attached sheet):

- Thorough knowledge of laboratory techniques, procedures, methods and equipment as related to the analysis of wastewater.
- Thorough knowledge of physical plant characteristics, seasonal changes in treatment system operation and available options in process operations.*
- Thorough knowledge of safety standards and procedures in laboratory and treatment plant environment. *
- Comprehensive knowledge of ethical and legal responsibilities. *
- Thorough knowledge of department policy and procedures. *
- Advanced knowledge of NPDES guidelines, EPA/DEP regulatory standards. *
- Thorough knowledge of Chapter 252 Laboratory Accreditation requirements.*
- Thorough knowledge of inorganic and organic chemistry, biology and microbiological techniques applicable to wastewater systems.
- Thorough knowledge of statistics and mathematics as applied to chemical and biological testing procedures.

Skill:

- Use of current and emerging laboratory technologies and equipment.
- Use of permanent and portable wastewater samplers.*
- Use, modification and preparation of spreadsheets, database and word processing software as well as input of data into data management system.

Abilities:

- Ability to maintain a clean and organized work area.
- Ability to interface with suppliers, vendors, contractors and the public in a professional and courteous manner.
- Ability to cooperate with coworkers on group tasks.
- Ability to follow detailed procedural and technical instructions in a consistent manner.
- Ability to analyze and interpret test results.
- Ability to conduct routine mathematical calculations.

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- Ability to post test results accurately to record.
- Ability to organize tasks to meet appropriate time schedules required for sample collections and lab testing.
- Ability to operate appropriate safety equipment.
- Ability to communicate clearly and concisely in oral and written form.
- Ability to operate office equipment, including computers and software applications.

Physical Requirements (definitions included on separate attached sheet):

- Heavy work, lift/Carry up to 20 pounds continuously, up to 100 pounds occasionally
- Walk frequently
- Sit occasionally
- Climb (stairs, ladders, ramps) frequently
- Push/Pull 85 pounds
- Reach (chest level, above or below chest level) frequently
- Repetitive Motion (hand, feet, right, left, both) frequently
- Stoop/Bend frequently
- Crouch/Crawl occasionally
- Talk/Hear frequently

Environmental Conditions:

- Exposure to dust and fumes
- Exposure to extreme temperatures and adverse weather conditions
- Noise/Vibration
- Mechanical equipment hazards
- Electrical hazards
- Chemical hazards

Working Conditions:

- Frequently performed alone
- Inside around noisy equipment
- Outdoors in a variety of weather conditions
- Driving for periods of time.
- Inclusion in rotation of after hours, on-call duty, including weekends and holidays.
- Entering confined spaces.
- Availability to respond to emergencies on a 24-hour basis.

Education/Employment:

- Any combination of education and experience that indicates possession of the knowledge, skills, and abilities listed above. An example of acceptable qualifications for this position is an earned associate's degree in chemistry, biochemistry, physics, environmental science, biology, microbiology, physical sciences or engineering, and five (5) years of previous wastewater or other laboratory experience. Possession of the experience cited in this guideline

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does not guarantee successful performance nor will it be used as the sole basis of hiring or promotion.

Required Licenses/Certifications/Credentials:

- At time of hire, valid PA Driver's License, Class C and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.
- Certification by PA DEP to act as the "Laboratory Supervisor" for Commonwealth of PA Laboratory Accreditation requirements and responsibilities.

DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

Human Resources Department

Reviewed by: _____ Date: _____

Union

Accepted by: _____ Date: _____

_____ Date: _____

_____ Date: _____

Executive Director

Approved by: _____ Date: February 12, 2020

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Knowledge definitions

Basic	Fundamental awareness, no or minimal experience
Intermediate	Practical application, limited experience
Advanced	Further along in progression, frequent application
Thorough	Complete understanding, great attention to detail
Comprehensive	Extensive understanding, recognized "authority"

Physical Requirements definitions

Occasionally	1% - 33%
Frequently	34% - 66%
Continuously	67% - 100%

Sedentary work	Lifts up to 10 pounds occasionally, involves sitting most of the time, walking and standing required occasionally
Light work	Lifts up to 20 pounds frequently
Medium work	Lifts up to 50 pounds occasionally
Heavy work	Lifts up to 100 pounds occasionally
Very heavy work	Lifts in excess of 100 pounds occasionally