



# **POSITION AVAILABLE**

## **DIVISION OF ENVIRONMENTAL MANAGEMENT**

### **DEPARTMENT OF WATER QUALITY**

#### **LABORATORY TECHNICIAN I**

**Grade 7 (Minimum Salary \$32,219)**

Responsible for assisting the Chief of Laboratory testing in the overall efficient operation of the Department of Water Quality central laboratory. Responsible for physical, chemical and microbiological analyses related to daily laboratory operation. Monitors well water levels for landfills and collects private samples. Supervision provided by the Chief of Laboratory testing and Chemist.

Minimum qualifications include high school graduate with two (2) years working experience in water & wastewater laboratory operation or related field; general knowledge of computer applications, word processing, spreadsheets; ability to communicate effectively; availability to work varying workdays including weekends/holidays; ability to obtain (and maintain) within one (1) year of hire the necessary certifications as required by the Maryland State Laboratories Administration to include for Microbiological Tests and possession of a valid driver's license with the ability to maintain.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or 240-313-2077, TDD.

For application, contact the Washington County Human Resources Department, 100 W. Washington Street, Suite 2300, Hagerstown, Maryland 21740, Monday - Friday, 8:00 A.M. - 4:00 P.M., or by calling 240-313-2354, Voice or TDD (D/HH use 711) or visit our website at [www.washco-md.net](http://www.washco-md.net).

Deadline for filing applications with the Department of Human Resources is

**Tuesday, April 7, 2020 at 4:00 P.M.**



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<b>JOB TITLE:</b>	<b>Laboratory Technician I</b>	<b>GRADE</b>	<b>7</b>
<b>DEPARTMENT:</b>	<b>Water Quality</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Chief of Laboratory Testing and Chemist</b>		

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**GENERAL DEFINITION OF WORK:**

Responsible for assisting Chief of Laboratory Testing in the overall efficient operation of the Department of Water Quality central laboratory. Responsible for physical, chemical and microbiological analyses related to daily laboratory operation. Monitors well water levels for landfills and collects private samples. Supervision provided by Chief of Laboratory Testing and Chemist.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Prepares glassware, reagents and samples for tests.
2. Receives, preserves and secures daily samples as required.
3. Analyzes wastewater and water samples (e.g. pH, Suspended Solids, Total solids, BOD, Alkalinity and hardness and other routine tests) and calibrates testing equipment.
4. Maintain complete records of activities and prepares required reports.
5. Follows monthly sampling schedules. Collects water samples.
6. Insures proper maintenance of laboratory area and testing equipment.
7. Performs quality control/quality assurance for the related tests.
8. Performs annual DMR and Water Study program for related tests.
9. Performs other duties and assumes other responsibilities as apparent or as delegated

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. General knowledge of current testing procedures used in Water Quality laboratory.
2. General knowledge of computer applications, word processing, spreadsheets.
3. Ability to communicate effectively.
4. Ability to achieve and maintain the necessary certifications as required by the Maryland State Laboratories Administration.

**EDUCATION AND EXPERIENCE:**

1. High school graduate.
2. Two years working experience in water & wastewater laboratory operation or a related field.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid Driver's License.
2. Ability to obtain Certifications for Microbiological Tests within one (1) year of hire. Available for varying workdays (including weekends/holidays).

**Available for varying workdays (including weekends/holidays).**

Progression to Laboratory Technician II upon completion of capability studies, Method Detection Limits, and Proficiency Testing.

9/2016, 9/2018, 3/2020

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.