

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Wastewater Treatment Plant

Position: Laboratory Chemist

Status: Permanent, Full-Time

FLSA: Non-Exempt (Hourly)

Date of Announcement: 8/30/2023

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Performs a variety of analyses including total suspended solids, biochemical oxygen demand, phosphorus, ammonia, fecal coliform, chlorine, pH, etc.
- Collects samples.
- Conducts analysis of EPA requirements to ensure quality control.
- Prepares samples for analysis.
- Maintains sampling equipment as needed.
- Order laboratory supplies and equipment as needed.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- High school diploma or equivalent combination of education, training, and experience.

Special Requirements:

- Class I Wastewater Certification or Class A industrial certification preferred.
- Vocational/technical training or laboratory experience.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, etc.
- Ability to utilize departmental equipment and tools including vacuum pumps, Bunsen burners, spectrophotometer, ion analyzer, analytical balance, probes, and other laboratory equipment/instruments.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, measure data, and work with a variety of theoretical mathematical concepts and applications.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including flow charts, operator lab sheets, technical studies, operating reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including technical/trade papers, all volumes of Standard Methods, journals, etc.
- Ability to prepare bench sheets for recording daily results of analyses, monthly operating reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret wastewater and environmental terminology and language.
- Ability to perceive and discriminate colors and odors.
- Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with immediate supervisor, operators, Superintendent, maintenance personnel, other City personnel, elected officials, sales representatives, consultants, septic haulers, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office, plant, and laboratory environment.

Rate of Pay:

Grade 13 as designated by current salary ordinance. Minimum \$24.37 – Mid \$29.18

Work Hours:

Monday – Friday, 6:00 a.m. – 2:30 p.m. (Flexible)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Human Resources.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free