



TOWN OF KITTERY
Human Resources
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806

– OPPORTUNITY –
Laboratory Technician

The Town of Kittery has an immediate opening for a Wastewater Treatment Laboratory Technician. Hours are Monday through Friday from 7:00 a.m. to 2:30 p.m. The pay rate for this non-exempt, union position is \$30.07 per hour. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to provide technical services in regard to all state and federally mandated analyses of wastewater for the Town of Kittery. This position reports to the Superintendent and/or the Chief Plant Operator. Duties include, but are not limited to: performing analyses; analyzing results; preparing reports; training personnel; performing inventory control; and performing additional tasks as assigned by the Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs laboratory tests according to prescribed standards and methods;
- Sets up, adjusts, and operates laboratory equipment and instrumentation;
- Performs analyses as required by regulatory agencies; performs process control analysis; performs microscope analyses; analyzes test results; makes process control changes;
- Cleans and sterilizes laboratory equipment; may prepare chemical solutions according to standard formulas; may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications;
- Creates computer applications; prepares reports; assists in defining and correcting any system problems;
- Maintains laboratory records;
- Creates and updates laboratory operating manual;
- Creates and maintains quality assurance and quality control performance criteria;
- Trains other operators on tests; trains other personnel on process control and computer usage;
- Orders and maintains laboratory supplies inventory;
- Reviews various reports, documents, and forms, including, meter readings, flow charts, septic invoices, technical reports, test results, sludge reports, incident reports, and lab reports;
- Makes process control adjustments for the treatment facility as needed.

Additional Duties and Responsibilities.

- Collects appropriate samples for analysis; schedules outside lab testing; changes charts and log meter readings;
- Maintains sanitary conditions in laboratory;
- Schedules lab equipment maintenance, repair, and calibration;
- Conducts tours of facility for schools, civic organizations, etc.; answers questions in regard to the laboratory on phone or in person;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

- High school diploma, or GED required; with a minimum of three years' experience in the laboratory testing in wastewater, or related field with microscopic analysis experience; or any equivalent combination of education, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must possess a Maine Grade 3 Wastewater Operators License, or the ability to obtain one within 6 months of start date;
- Must attend continual education and training to maintain and enhance laboratory skills, utilize changes in technology, and to maintain Operator's certification if needed;
- Must be computer literate;
- Excellent verbal and writing skills; ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information beyond giving and receiving instructions;
- Ability to utilize and interpret mathematical formulas including percentages, computing discounts; and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, interpret maps and drawings;
- Ability to produce reports that are accurate and complete;
- Must possess appropriate driver's license.

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: sampling equipment, computer, scanner, laboratory equipment, microscope, camera, and hand tools;
- Must be able to move or carry job-related objects or materials;
- Must be physically capable of walking, stooping and kneeling to obtain samples and provide maintenance, and carrying job-related objects up to 50 pounds;
- Physical demand requirements are at levels of those for light physical work.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.