

WATER LABORATORY TECHNICIAN

Recruitment #1606-0914DC-001

List Type Original

Requesting Department DPW-WATER-WATER QUALITY

Open Date 8/9/2016 12:00:00 PM

Filing Deadline 8/30/2016 11:59:00 PM

HR Analyst Nola Nelson

Introduction

WHAT MILWAUKEE CAN OFFER YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

Purpose

The Water Laboratory Technician collects water samples of various types throughout the Milwaukee Water Works (MWW) service area including but not limited to designated sampling locations, distribution system, and at customer homes. The person in this position is responsible for coordinating and conducting City-wide distribution system sampling for bacteriological and chemical parameters.

Essential Functions

- Collect and analyze water samples.
- Conduct field tests including use of multi-parameter analyzer meter to assess water quality conditions.
- Obtain water samples from various locations as needed, including source water and treatment process sites.
- Determine appropriate types and locations of samples to be collected to assess and facilitate Water Quality response to the customer.
- Respond to customer complaints using knowledge, judgment, and tact.
- Perform routine chemical and physical tests according to standard quality control guidelines.
- Provide microbiological program assistance by preparing and conducting basic microbiological testing procedures.
- Provide analysis of samples both in the field and in the laboratory.
- Transport samples and equipment to MWW facilities as well as with other City departments.
- Assist in maintaining the number of required monthly samples and monitor progress towards completion in order to meet the state and federal regulations.

Water Laboratory Technician (DPW-Water Works – Water Quality)

- Assist in maintaining inventory of supplies and notify Microbiologist and/or Lead Chemist of needed items for order.
- Conduct bench chemical and physical test and Quality Assurance/Quality Control (QA/QC) tests which are not part of routine microbiological procedures.
- Operate and maintain bench equipment.
- Maintain complete and accurate records.

Conditions of Employment

1. Work a rotating daytime shift that involves holidays and weekends.
2. Subject to mandatory call-in for emergency assignments.
3. Drive throughout the entire Milwaukee Water Works service area.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Minimum Requirements

1. Associate's Degree in Chemistry, Chemical Technology, Biology, Water Technology, Microbiology, or a closely related field from an accredited college or university.

OR

Two years of experience performing laboratory analyses of potable water, water sampling and analysis techniques, and water treatment processes.

Equivalent combinations of education and experience may also be considered.

2. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of chemistry, biology, and microbiology principles.
- Knowledge of water plant operations, including water sampling collection techniques and proper handling methods.
- Oral communication skills.
- Written communication skills, including the ability to prepare reports.
- Customer service skills; ability to represent the Milwaukee Water Works positively and to interact with customers, in a tactful and professional manner.
- Ability to complete required forms clearly, accurately, and completely.
- Ability to establish and maintain effective relationships with staff as well as with other City departments, elected officials, other agencies, vendors, and the public.
- Ability to use a computer to enter and retrieve information.

Water Laboratory Technician (DPW-Water Works – Water Quality)

- Analysis and problem-solving skills.
- Good judgment and the ability to make independent decisions.
- Ability to work well under pressure.
- Planning, coordinating, and time management skills.
- Ability to perform all work assignments safely.
- Attention to detail.

Current Salary

CURRENT STARTING SALARY (5DN) for City of Milwaukee residents is \$36,252 annually with excellent benefits. The non-resident starting salary is \$35,362 annually with excellent benefits.

Selection Process

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **August 30, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.