



DEPARTMENT OF

# WATER WORKS

## Lab Technician

**Salary:** \$38,427- \$41,595

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 04/11/2025

### About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Performs standard chemical and biochemical analysis of wastewater and sludge as required by Federal and State guidelines to ensure safe and efficient operation of the Wastewater Treatment Plant. Including BOD, TSS, pH, phosphorus, and nitrogen. Cleans, calibrates and maintains lab equipment. Performs routine calculations

### Education

- Associate's Degree in Science or two years of related laboratory experience.

### Experience

- 2 years of related experience.

### Requirements/Certifications

- Drinking Water Collections Certification from Maryland Department of the Environment (can be obtained after hire)

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

## City of Salisbury, MD

### Classification Description

---

Classification Title: Lab Technician

Grade: 3

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

---

**Position Profile:** Under the general supervision of the assigned supervisor, performs standard chemical and biochemical analysis of raw and digested sludge, sewage, and similar materials as required by Federal and State guidelines to ensure the safe and efficient operation of the Wastewater Treatment Plant. Performs other duties as assigned and additional responsibilities with career ladder advancement.

#### **Duties and Responsibilities**

**Administrative Management:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Performs routine qualitative and quantitative chemical and biochemical analysis of sewage or other materials by standardized and predetermined methods, including detailed testing of wastewater to assure meeting discharge requirement for NPDES permit.
- Performs routine and specialized tests and analysis on raw and digested sludge and water, including tests for volatile and suspended solids, total dissolved solids, alkalinity, total hardness, pH, biochemical oxygen demand, total and fecal coliform (MPN and Colilert), standard plate counts, and other tests.
- Collects a variety of water and wastewater samples at the wastewater treatment plant and logs all samples taken from the field.
- Operates a variety of equipment such as spectrophotometer, dissolved oxygen meters, pH meters, turbidimeters, and cleans washes, sterilizes, calibrates and maintains equipment and apparatus used in all tests and analysis.
- Prepares microbiological media.
- Performs routine calculations in making tests and writing reports.
- Maintains laboratory records and prepares laboratory reports.
- Performs quality control tests on laboratory procedures and maintains the quality control program and records.
- Conducts inventory of chemicals, reagents, solutions, and other supplies and equipment essential to laboratory operation.
- Ensures adherence to safe work practices and procedures as well as federal and state laws, rules, and regulations.

- Participates in special projects as assigned.

**Skills Proficiency/Strategic Planning:** Skillful in tools, hardware, software, and equipment of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Act as a representative of the City of Salisbury to the public.
- Accurately read, analyze, and interpret professional journals, technical procedures, or government regulations.
- Accurately follow written and oral instructions.
- Write reports, correspondence, and procedure manuals.
- Prepare accurate reports
- Operate lab equipment, including: pH meter, dissolved oxygen meter, titrator, distillation equipment, autoclave, COD analyzer, and spectrophotometer.
- Effectively communicate and maintain working relationships with other staff members and members of the public.

**Leadership/Team Leader:** Maintains working relationships with supervisors and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with other staff members and departments.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Maintains various reports and documentations.

**Development/Leadership Development:** Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Education and Experience**

- Associate's Degree in Science or two years of related experience conducting chemical and biological tests in a wastewater laboratory.
- Valid Driver's License
- MDE Drinking Water Collection Certification

### **Physical Requirements**

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
  - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
- 

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.