



WASTEWATER LABORATORY TECHNICIAN

The Willoughby Civil Service Commission is accepting applications for the position of Wastewater Laboratory Technician. Candidates must possess the necessary skills and experience to work in a wastewater laboratory performing any combination of routine laboratory tasks and compiling complete and accurate records. Candidates must possess a high school diploma or equivalent. Possession of a valid Ohio Water Environment Association (OWEA) Class I Wastewater Analyst Certificate is required, and at least one year of experience in a wastewater treatment plant laboratory.

Skills must include the following: knowledge of basic principles of chemical, physical, and bacteriological examination and treatment of wastewater, sludge, effluent, and by-products. Knowledge of standard laboratory principles, technology, and equipment. Applicants must also possess the ability to follow prescribed methods and processes, maintain proper records, and maintain effective working relationships. The starting rate is \$33.30 an hour with pay progression. Eligible candidates may be screened with a practical test and will be subject to a background check, medical examination with drug testing.

Benefits include medical, vision, dental, and life insurance. Paid boot and clothing allowance. Paid holidays, vacation, sick time, and personal days. Retirement benefits are paid through the Ohio Public Employees Retirement System. Participation in Ohio Deferred Compensation is optional. The City maintains a modern laboratory with specialty tools and equipment. Union membership is optional.

Please submit a resume and application by July 17, 2026 to civilservice@willoughbyohio.com or City of Willoughby, One Public Square, Willoughby, Ohio 44094, Attn: Civil Service Commission. Applications are available online at www.willoughbyohio.com/employment

AN EQUAL OPPORTUNITY EMPLOYER

LABORATORY TECHNICIAN

RESPONSIBILITIES: Under the general supervision of the Wastewater Plant Superintendent and/or the Assistant Superintendent/Compliance Coordinator and the direct supervision of the Laboratory Supervisor I. Is responsible for the performance of any combination of routine laboratory tasks and the compiling of complete and accurate records of all laboratory functions performed.

EXAMPLES OF DUTIES: (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Can be required to collect samples of all plant systems and pretreatment samples; run a multitude of tests for the determination of physical and chemical characteristics of wastewater.

Can be required to maintain accurate laboratory records.

Can be required to maintain a running inventory of laboratory equipment and reagents.

Shall be required to report to the Laboratory Supervisor I or in his or her absence, to the Plant Superintendent or Assistant Superintendent/Compliance Coordinator any abnormal conditions as soon as they are observed.

DISTINGUISHING CHARACTERISTICS OF THE WORK: This is a skilled position that requires attention to detail and the ability to work with or without direct supervision.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic principles of chemical, physical and bacteriological examination and treatment of wastewater, sludge, effluent, and by-products. Knowledge of Standard Laboratory principles, technology and equipment. Ability to follow prescribed methods and processes and maintain proper records.

PHYSICAL DEMANDS & WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Environment** - Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, chemicals (including caustics and acids) and electrical currents.
- **Physical** - Primary functions require walking (including on rough terrain), climbing (including ladders), kneeling, crouching, reaching, standing (including in place for extended periods), walking, pushing, pulling, lifting, fingering, grasping and repetitive motions. May be required to work in confined spaces. Operate a motor vehicle to travel to/from various locations. Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.
- **Vision** - See in the normal visual range with or without correction.
- **Hearing** - Hear in the normal audio range with or without correction.

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MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school diploma or equivalent. Possession of a valid State of Ohio motor vehicle operator's license. At least one year experience in a Wastewater Treatment Plant laboratory. Possession of an Ohio Water Environment Association (OWEA) Class I Wastewater Laboratory Analyst Certificate.

PROBATIONARY PERIOD: Six months

Approved by the Civil Service Commission: 7/2/91, 3/9/22, 9/17/25