



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100

Fax: 610-865-7257

TDD: 610-865-7257

www.bethlehem-pa.gov

bobdonchez10@gmail.com

Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: July 6, 2015
Re: Position

I would appreciate it if City Council would review and approve the position of Sample/Laboratory Technician – Water and Wastewater.

Due to the urgent need to fill this position, please put this on the agenda for review and approval of the attached resolution on July 21, 2015 City Council Meeting.

The position of Sample/Laboratory Technician-Water and Wastewater is a part-time position..

The position is important and job description is attached.

If you have any questions, please feel free to call me or Edward Boscola.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Donchez".

Robert J. Donchez
Mayor

Cc: W. A. Karras
David Brong
E. Boscola
M. Cichocki
City Council

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Sample/Laboratory Technician – Water and Wastewater
Department of Water and Sewer Resources

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____

President of Council

ATTEST:

(s) _____

City Clerk

CITY OF BETHLEHEM

DEPARTMENT OF WATER AND SEWER RESOURCES INTEROFFICE MEMORANDUM

TO: Robert J. Donchez, Mayor

FROM: Edward J. Boscola, PE, Director of Water and Sewer Resources

RE: Request to Fill Vacant Position –
Limited Fixed Term Contract - Sample/Laboratory Technician – Water and
Wastewater Lab

DATE: July 1, 2015

The Department of Water and Sewer Resources is requesting your approval and submission to City Council to fill the following vacant, part-time position:

Sample/Laboratory Technician – Water and Wastewater

This position is currently budgeted as part-time with an annual salary of \$46,000 charged to 20012-40004 and 3004-40004 (50/50) including limited benefits. We have interviewed several candidates and feel we have found a very suitable replacement.

The job description for this position is attached.

Should you have any questions or wish to meet with me on this request please feel free to contact me.

Thank you.

Copies to: D. Brong
M. Cichocki
File

By: 

LABORATORY TECHNICIAN (Water Lab) – Part time

GENERAL STATEMENT OF DUTIES:

Performs skilled, professional water laboratory testing, examinations, and sample collection; does related quality assurance/quality control as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work performing standardized tests and examinations in a laboratory according to detailed standardized procedures. Receives general supervision from the Quality Control Supervisor and/or Microbiologist. Work is reviewed through test result reports, observation of work in process, and must be in compliance with the City, PA DEP, and US EPA requirements. The incumbent is expected to act in a professional, polite, courteous and respectful manner at all times.

EXAMPLES OF WORK: (Illustrative Only)

- Collect routine distribution samples for bacteriological and chemical analysis;
- Prepares and conducts various bacteriological and chemical tests and examinations and performs related quality assurance/quality control;
- Tests include pH, alkalinity, hardness, fluoride, chloride, conductivity, temperature, chlorine, turbidity, orthophosphate, total suspended solids, bacteriological, and any other tests as needed;
- Makes reagents as needed for tests;
- Cleans laboratory glassware and equipment;
- Assists in maintaining inventory of chemicals and equipment;
- Keeps clear and concise records of tests conducted;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles, methods, materials, equipment, and techniques of skilled, professional laboratory work. Knowledge of the basic principles of chemistry, biology, and water treatment pertinent to the work. Skilled in the use and care of lab equipment, and in the performance of required tests and examinations. Ability to perform laboratory tests and examinations in accordance with prescribed detailed procedures, and to make accurate observations and keep concise records of results. Ability to observe standard safety laboratory procedures. Ability to maintain professional working relationship with other lab personnel. Ability to climb, bend, stoop, twist, walk, carry moderate to heavy items, work non-standard hours, and in inclement weather on an as needed basis.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from a two year or four year college or university with a degree in environmental, chemistry, biology or other related field. Experience in laboratory analysis and equipment, as well as related quality assurance/quality control, particularly in water testing in accordance with PA DEP and US EPA approved methods. Any

equivalent combination of education, experience and training which provides the required knowledge, skill and ability.