



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**  
February 6, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Laboratory Technician**  
**Department of Water and Water Supply**

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Laboratory Technician** at a rate of **\$46,359/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, March 7, 2019**.

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL**  
**THURSDAY, MARCH 7, 2019**  
**An Equal Opportunity /Affirmative Action Employer**

## **LABORATORY TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical laboratory work with special emphasis on chemical, physical and biological analysis of water. The work involves repetitive and routine testing and is performed in accordance with prescribed procedures, requiring a high degree of accuracy. Direct supervision is received from a chemist, senior laboratory technician or laboratory director.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Collects samples for laboratory analysis;
- Performs routine physical, chemical, bacteriological and microscopic analysis of such matter as raw and treated water;
- Prepares media for the bacteriological and chemical analysis of water samples;
- Performs special tests to determine mineral content, presence of common and uncommon toxic elements and chemical balance of water;
- Records and tabulates the results of tests and related data for official use;
- Makes varying solutions of reagents and standardizes reagents whose reaction may vary from day to day;
- Operates and maintains various types of laboratory equipment such as sterilizers, microscopes, centrifuges, stills and incubators;
- Inspects laboratory equipment to insure proper condition and/or calibration for use;
- Carries out and insures laboratory safety practices;
- Participates in a wide variety of technical, clerical and housekeeping activities in the analysis laboratory;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern techniques, testing practices, equipment, safety precautions and terminology used in the analysis of water;
- Good knowledge of the principles of bacteriology, biology, chemistry and physics as they relate to water analysis;
- Good knowledge of personal computers and office equipment;
- Skills in the operation and care of laboratory apparatus and equipment;
- Ability to understand and carry out moderately complex technical written instructions;
- Ability to maintain technical records accurately and prepare related reports;
- A high degree of accuracy;

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- Visual acuity;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in laboratory technology, chemistry, bacteriology, or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of fulltime paid experience as Laboratory Technician in a public health laboratory or a private technical laboratory; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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11/20/85  
7/02