

Notice of Job Opening

Position: Laboratory Technician (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the NY HELPS Program, which is under the Non-Competitive class until the expiration of the program.

Department: Water & Water Supply

Vacancies to be filled: 1

Rate of Pay: \$48,880 - 69,090 Annually
Commensurate with qualifications and experience

Schedule: Monday – Friday; 7:00am – 3:30pm

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Friday, June 26th, 2026

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
10/29/14