



**The Village of Leetonia • Public Works Department**  
**Mayor Kevin Siembida**  
**Administrator Gary Phillips**

## **Lab Analyst**

### **Description**

The lab analyst is responsible for operating the Village of Leetonia water and wastewater commercial laboratory. This position requires providing friendly and courteous service to customers; performing all necessary duties as directed by Ohio EPA and Village of Leetonia laws and regulations and as Directed by The Mayor, Village Administrator, and Laboratory Director; and ensuring that the operation of the laboratory is maintained to Ohio EPA, Ohio Department of Health, and Village standards.

### **Duties**

- Excellent communication skills with supervisors, co-workers and customers
- Log and analyze data, completing reports and providing accurate and timely results
- Must adhere to all Ohio EPA rules and regulations, standard operating procedures
- Maintain a safe and clean work environment
- Perform the collection & all required testing on water & wastewater samples
- Maintain lab equipment by calibration, cleaning & replacing parts & otherwise keeping equipment functioning properly. Troubleshoot lab equipment to spot problems & report issues to Lab Director
- Manage supply inventory
- Maintain all documentation per regulations of Ohio EPA and Village of Leetonia
- Be aware of all lab customers monthly sampling schedules, EPA monthly revisions, & PWS contact information
- Use of internet, email and Microsoft Word & Excel for creating documents and reports
- Be able to operate without direct supervision and work independently
- Must show mathematical ability, planning and organizing skills
- Ability to navigate and use the GIS mapping system

### **Requirements**

- Valid Driver license.
- Pass drug screen.
- Some college level courses in Microbiology, Chemistry or Biology desired
- Must be able to obtain chemical and microbiological certification as required
- Must be available 24/7 for emergencies and call outs

This is not a complete or comprehensive list of descriptions and job duty requirements.

Please mail resumes to:

Lisa Smith

300 E. Main St.

Leetonia, Ohio 44431

[waterplant@leetonia.org](mailto:waterplant@leetonia.org)

This is a part-time position 26-32 hours per week. Starting wage is \$12.00 per hour.

Lab hours are 7:00 AM-3:30 PM Monday-Friday.

Resumes will be accepted through Friday, February 19, 2021.