



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

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November 24, 2025

Job # 2025-61

PLEASE POST ANTICIPATED OPENING

POSITION: **Laboratory Technician** (Civil Service position)
DPW Water Treatment Plant

HOURS OF WORK: **40 hours per week**

SALARY: **\$26.43 - \$29.35** per hour with no drinking water operator certification
\$29.56 - \$32.89 per hour with grade T3 or TC drinking water operator certification
\$30.35 - \$33.76 per hour with grade T4 or TD drinking water operator certification
(Water Purification Group)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Laboratory Technician performs all duties related to operation of the laboratory and water quality sampling program.

SUPERVISION RECEIVED:

Works under the supervision of the water treatment plant chemist. Assists in supervision and instruction of occasional part time lab personnel and/or laboratory interns.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Collects samples throughout the water treatment plant process, watersheds, water distribution system, and construction sites.
- Performs analysis on collected samples.
- Performs jar testing and makes recommendations to establish chemical dosages in the treatment plant process.
- Assists plant operation personnel in receiving and analyzing bulk chemical deliveries.
- Maintains logs of all QA/QC activities, refrigerator and incubator temperatures, instrument standardization, and all other logs necessary to satisfy the laboratory certification requirements of the Commonwealth of Massachusetts.
- Reviews all lab procedures annually and makes recommendations on updates to the water treatment plant chemist.
- Maintain laboratory equipment and instrumentation in proper working order and perform minor troubleshooting when necessary.
- Enters lab analysis data into the facility database.
- Maintain an adequate level of supplies used in the laboratory.
- Communicating with customers regarding water quality issues.
- Receives and tracks samples brought into the laboratory from outside samplers.
- Interact with the public and respond to resolve customer inquiries, and complaints related to water quality in a courteous, effective and timely manner.



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- Perform the duties of the chemist in his/her absence.
- May assist operations if candidate holds a Grade 3T or higher drinking water operator license.

The duties listed above are intended only as illustrations of the various types of work that may be performed, and additional duties may be assigned by the supervisor. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of the drinking water treatment process and applicable chemistry.
- Working knowledge of current Commonwealth of Massachusetts and USEPA drinking water regulations and reporting requirements.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with associates and the public.
- Knowledge in the operation of a personal computer and windows operating system with proficiency using Microsoft Excel and Word.
- Skills in written and oral communication at a level necessary for efficient job performance.
- Skills in using lab equipment such as pH meters, turbidimeters, glassware, and other precision instruments.

QUALIFICATIONS:

- Associate or Bachelor of Science degree in biology, microbiology, chemistry, or closely related field with credits in microbiology.
- A minimum of two (2) years full-time experience as a laboratory assistant or technician, not less than one (1) year of which shall be in the examination of water, wastewater, sludge, or bottom sediments in accordance with Standard Methods or other approved USEPA methods.
- Possession of a valid driver's license.
- Experience with the IDEXX Colilert* method for coliform and E.coli analysis.
- Certification as a Commonwealth of Massachusetts drinking water treatment plant operator is preferred.
 - Uncertified candidates may be offered the opportunity to obtain certification as a drinking water treatment operator.

PHYSICAL REQUIREMENTS:

Occasional strenuous physical effort required; ability to lift and carry weights up to 50 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequently remains standing for lengthy periods of time collecting and analyzing samples. Must have dexterity to properly collect samples and work with lab equipment. Frequently moves in and out of vehicles. Ability to use and wear personal protective equipment as required for working in a laboratory environment. **Attendance is mandatory.**

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.



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CLOSING DATE: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-61

"The City of Haverhill is an AA/EEO/ADA Employer."