



JOB ANNOUNCEMENT

POSITION: Lab Reporting Specialist

POSTED: August 23, 2017

DIVISION: Water Quality

APPLICATION DEADLINE: 4:00 pm, September 6, 2017

SALARY: \$18.90 - \$20.06

SUMMARY: Responsible for ensuring the lab has the materials and supplies to run analysis and to function properly. This person works with customer service and vendors as well as responds to inquiries. This position is included in the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

DUTIES:

- Prepares analyses and statistics for regulatory reporting requirements to Department of Environmental Protection, Allegheny County Health Department, AWWA, other boroughs, and other agencies as required.
- Prepares a large number of monthly reports utilizing data from SCADA; preparing excel spreadsheets and uploading data to DEP website.
- Acts as liaison between the Lab and regulatory agencies for reporting purposes. Maintains calendar for monitoring and reporting requirements.
- Perform moderately complex and detailed clerical duties, requiring independent analysis, exercise of judgment and knowledge of relevant Lab processes, PWSA programs, policies, procedures and regulations.
- Respond to inquiries from public, PWSA personnel, etc., regarding various PWSA programs, policies, procedures and regulations; classifies, indexes, files or distributes forms, contracts, correspondence, etc.
- Receives visitors, mail, and telephone calls; may give information and directions.
- Ship and track correspondence and packages to appropriate person or division; follow-up on requests or complaints; keeps manual and/or automated records accurate through file maintenance, posting, updating, checking, etc. Create and input data from work notifications.
- Order stock and make arrangements for repair as requested or required; operates office machines; data entry, retrieval and other processes as requested or required.
- Compute figures and/or mathematical calculations or analyses as requested or required, etc.; proofreads materials and verifies documents, invoices, etc. Schedule group meetings as required.
- Draft and type routine letters and memos; prepares presentations; requisitions, invoices, cards, lists, etc.
- Maintains stockroom and inventory supplies for laboratory. May collect samples and perform basic analyses.
- Performs activities and functions of related lower-level personnel and other related tasks and duties that are assigned or required.

KNOWLEDGE/ABILITIES:

- Considerable knowledge of chemical laboratory analysis and testing procedures
- Considerable knowledge of general office procedures, including filing and receptionist duties, business English, spelling, mathematics, information research and retrieval through internet and other standard references, etc.
- Ability to prepare and use excel spreadsheets, establish and maintain manual and/or automated records and files; to proofread copy and compare words and numbers for accuracy; to perform simple to moderately complex oral and written instructions; operate office machines (e.g., copier, call director, calculator, etc.).
- Ability to communicate effectively both orally and in writing.
- Establish and maintain effective working relationship with supervisors, associates, outside agencies and the general public.
- Knowledge of basic mathematics, Pittsburgh City geography, and of the hazards and precautions of the working in a chemical laboratory environment.
- Ability to maintain a stockroom and supplies inventory.

GENERAL REQUIREMENTS:

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

In order to be considered eligible for this position, the application must clearly show an Associate Degree in a scientific or engineering specialty plus two years' experience performing clerical work in a scientific field and/or manufacturing environment, or an equivalent combination of training and experience.

PHYSICAL DEMANDS:

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS: Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.