

# CITY OF TEMPE

## Temporary Employment Opportunity



Public Works Department · Water Utilities Division · P.O. Box 5002 Tempe, AZ 85280 · TDD (480) 350-8400

### **Environmental Laboratory Assistant** City of Tempe / Public Works Department – Water Utilities Division

- Opening Date:** October 25, 2024
- Closing Date:** December 27, 2024
- Hourly Wage:** \$22.00 per hour
- Work Schedule:** Monday through Friday; 7:00 a.m. to 5:00 p.m.  
19.5 hours maximum per week. Minimum 4 hours in a single day.  
Tuesday and Thursdays are non-negotiable.

**This is a Temporary Non-Benefitted position**  
**Anticipated Duration: 12 to 24 months**

#### **Purpose**

This position provides water quality laboratory and administrative support to programs in the Environmental Services Section (ESS) of the Water Utilities Division, Public Works Department. The primary responsibility of this position will be to support the lab functions and administrative duties for the Wastewater BioIntel Monitoring Program. Lab and administrative functions include sample receiving, Chain of Custody review, performing sample concentrations, and updating data into the city's tracking databases. The position will also support other ESS workgroups with other administrative support as needed.

#### **Experience & Training:**

- One year of laboratory experience and administrative support experience.
- Equivalent to completion of the twelfth grade. Higher education with course work in the sciences is preferred.

#### **Desired Skill Sets:**

- Comfortable with data entry into electronic databases.
- Familiarity with laboratory analysis functions and equipment, including pipetting, centrifuges, and agitators.
- Proficiency in navigating multiple databases.
- Basic ability to read Chain of Custody documents.

#### **Licenses & Certifications:**

- Possession of a valid driver's license.

#### **Essential Job Functions:**

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public;

behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety and laboratory procedures at all times.

- Review and interpret Chain of Custody (COC) documents; Update databases with COC and QA/QC data.
- Prepare wastewater BioIntel samples for shipment to partnered external labs.
- Assist with checking samples into lab.
- Concentrate wastewater BioIntel samples to be stabilized for shipment.
- Enter, retrieve, and manipulate information on computer; collect, transfer, and receive data to generate reports and graphs; verify data as needed; maintain databases.
- Work with management staff to recommend and implement goals and objectives related to assigned duties.
- Assist with Coordination of sample receipt and sample log-in to the Laboratory Information Management System (LIMS); Assure Biomarker chains of custody (COC) and bottles are properly documented; may prepare Biomarker sample kits and COC's for subcontracting.
- Order and maintain biomarker concentration supplies; perform bottle inventory; prepare bottles and dispose samples.
- Conduct a variety of chemical and biochemical tests including Microbiological and Inorganic testing as well as sample concentration techniques.
- Operate a variety of laboratory equipment including rotators, agitators, pH meters, pipettors, colorimeters, balances, incubators, calculators, and computers.
- Prepare solutions, reagents, and standards for various chemical analyses.
- Maintain, clean, and care for laboratory equipment and materials involved with the concentration of Biomarker samples. Maintain calendars and schedules of services, activities, meetings, and various events; coordinate services with contracted vendors; set meetings and service appointments.
- Enter information into database(s); maintain databases; compile and produce reports from databases and other software programs for management, staff, contractors and/or outside agencies.
- Compose correspondence related to assigned responsibilities.
- Other duties as assigned.

### **Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation drug test and verification of identity/work authorization.

### **How to Apply:**

Interested applicants should send a cover letter, resume, and application to **Drew Rostain** by email at [strategic\\_management\\_innovation@tempe.gov](mailto:strategic_management_innovation@tempe.gov). Please type "Environmental Laboratory Assistant Intern" in the email subject line.

Questions regarding this position should also be sent by email to **Drew Rostain**.

Or

**SUBMIT APPLICATION TO:  
City of Tempe  
Environmental Services (3801)  
Attn: Drew Rostain  
P.O. Box 5002  
Tempe, Arizona 85280**

**For questions, please contact:  
Drew Rostain / Environmental Support Services Supervisor  
(480) 350-2674 / [strategic\\_management\\_innovation@tempe.gov](mailto:strategic_management_innovation@tempe.gov)**

### **Equal Employment Opportunity:**

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



# Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

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To assist us with verifying previous work experience and /or education, please list other names you have gone by:

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Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

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List computer software program(s) with which you are proficient in operating *that relate to this position*:

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**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

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<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
<b>Job Code:</b> _____	<b>Cost Center:</b> _____
<b>Title:</b> _____	<b>Hourly Wage:</b> _____
<b>Supervisor:</b> _____	<b>Weekly Hours:</b> _____