



# Spokane Tribal Enterprises

HUMAN RESOURCES DEPARTMENT  
P.O. BOX 98 Wellpinit, WA 99040  
(509) 458-6578 / FAX (509) 458-6598

## JOB ANNOUNCEMENT

**Vacancy #** OCEO-16-018  
**Title:** Lab Technician  
**Supervisor:** Lab Manager  
**Location:** Spokane Valley, WA  
**Status:** Part-Time  
**Rate of Pay:** DOE/DOQ  
**Opening Date:** October 26, 2016  
**Closing Date:** Open Until Filled

### Summary

The Tshimakain Creek Lab Technician will be responsible for analyzing water for nutrients, bacteria and physical characteristics. The Tshimakain Creek Lab Technician will be responsible for special projects and all other duties as assigned.

### Duties and Responsibilities

- Follows correct protocol for the collection of urine samples and administering breathalyzer tests.
- Maintains strict confidentiality.
- Performs laboratory procedures following Spokane Tribal Enterprises/Tshimakain Creek Lab Policies and Procedures and Standard Operating Procedures.
- Records all required detailed information on custody control forms.
- Keeps laboratory clean and orderly at all times.
- Conducts water analysis using several different laboratory instruments.
- Conducts instrument maintenance and troubleshooting, when needed.
- Maintains log books and records for compliance with accreditation requirements.
- Prepares media and reagents needed for laboratory analysis.

- Provides assistance to ensure processes are followed and documents are accurately completed; in accordance with established policies and procedures.
- Performs balances, pipetting and data entry.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Candidate must be 18 years of age or older.
- Degree in Chemistry or related field preferred. Will accept college level chemistry courses and 2 years' experience in place of degree.
- Candidate must possess a strong working knowledge of Excel spreadsheets and Microsoft Word for data entry.

### **OTHER REQUIREMENTS**

- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate must possess a valid Washington State Driver's License, good driving record, and the ability to be insured under the Tribe's insurance policy.
- Candidate must possess a strong working knowledge of Excel spreadsheets and Word documents.
- Candidate must be a team player and must possess excellent interpersonal skills.
- Candidate must be able to work well with customers, managers and fellow employees.
- Candidate must be dependable and must display integrity and a strong work ethic.
- Candidate must be self-motivated and able to work without constant supervision.
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Candidate must be extremely detail oriented.
- Candidate must be able to follow all safety guidelines and be familiar with and follow all Tribal, Federal, and applicable Washington State laws.
- Candidate must be able to work flexible shifts (all days of the week) and hours, holidays, and special events.
- Candidate must be willing to travel for meetings, training, and to the different Enterprise locations, as required.

**Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact: Denise Abrahamson, Human Resources Director**

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**Wellpinit, WA 99040**

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**Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy**

**All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation**

**All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period**