

## **CLASS TITLE: MICROBIOLOGIST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for supervising and participating in the development and maintenance of chemical, biological and micro-biological testing programs for the City's water, wastewater plants, Distribution System and streams; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises and trains laboratory personnel in the appropriate testing procedures and implements changes as needed
- Establishes laboratory analysis procedures and monitors adherence to testing for effective quality control
- Assesses material and equipment needs of the laboratory and initiates purchasing requests
- Performs calibration of instruments used, in order that federal, state, and local testing requirements are met
- Documents and maintains procedures and results to ensure compliance with federal and state regulations
- Analyzes drinking water and effluent for compliance with regulations
- Establishes and maintains a testing program to identify pathogenic organisms in the raw water supply
- Monitors lake watersheds to identify deterioration of raw water quality
- Maintains worksite safety
- Uses Lims and spreadsheets to coordinate data management and generate informational report to customers and City departments
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in micro-biology, biology, or a closely related field of science; and at least four (4) years of experience in a microbiology laboratory in a supervisory and office administrator role with related chemical testing experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, practices and technology of micro-biological and chemical testing laboratory work related to drinking water; comprehensive knowledge of liminology as related to source fresh water; comprehensive knowledge of cellular or molecular biology for testing of pathogenic organisms; comprehensive knowledge of qualitative and quantitative analysis; good knowledge of complex and specialized testing equipment; good knowledge of raw water treatment chemicals and processes; and good knowledge of federal, state, and local water testing requirements and standards. Ability to train and supervise others; ability to perform a broad variety of laboratory tests and to prepare detailed analytical reports; ability to perform office and administrative tasks; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds, with occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Water and Class "B" Wastewater Laboratory Licenses as issued by the Department of Environmental Quality (DEQ).

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

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**Class Code: 1503**

**EEO Code: E-03**

**Pay Code: ST-43**

**Group: Cultural, Legal and Sciences**

**Series: Sciences**

**Effective date: June 20, 2012**