

CLASS TITLE: WATER LABORATORY TECHNICIAN

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for analytical work related to the preparation and testing of water, wastewater, storm water, and environmental samples, and other related assigned duties.

ESSENTIAL TASKS:

- Conducts laboratory analysis of basic to moderate difficulty, involving inorganic, organic, instrumental and microbial analytical procedures
- Monitors and conducts work to assure all quality control procedures are in place and complied with
- Monitors inventory of equipment and chemical supplies and alerts supervisor when replacement is necessary
- Conducts daily analysis in compliance with safe laboratory practices and complies with the Chemical Hygiene Plan and Hazardous Communication Policy
- Assures that laboratory equipment is calibrated, cleaned and maintained in proper working order
- Prepares and maintains chemical analysis records and compiles data for reports both written and verbal
- Properly receives and logs samples into the laboratory and assures that the samples are properly identified on chain of custody, properly preserved and distributed within the laboratory
- Safely disposes of water, wastewater, storm water and other environmental samples
- 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 high school or possession of a General Education Development Certificate (GED) plus 20 accredited college hours in a related field and one (1) year of laboratory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Laboratory Technician Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: General knowledge of laboratory equipment, terminology, and standard laboratory techniques and procedures; and knowledge of standard safety practices and procedures as related to the laboratory; Ability to perform a variety of analytical analyses involving inorganic, organic, microbiological, some instrumental analysis; ability to maintain accurate and legal records; ability to handle toxic, caustic, and acidic materials; ability to follow verbal and written instructions; 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 steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; may be subject to extended periods of standing and walking; reaching, balancing, bending, crawling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors.

Class Code: 3502

EEO Code: N-03

Pay Code: ST-27

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective Date: June 20, 2012