



Laboratory Analyst

Water & Wastewater

Salary: \$39,002 annually

JOB SUMMARY

Performs technical duties in the analysis and of wastewater, surface water, well water and sludge (biosolids) samples to ensure compliance with a variety of state and federal regulations and permit requirements.

In addition, this position is responsible for maintaining laboratory quality control guidelines, trouble-shooting equipment and QC failures and scheduling corrective-action(s), coordinating sampling schedules with operations staff, coordinating sampling for contract laboratory analysis, and coordinating work schedules and holiday coverage with the Laboratory Technician.

This position will also be directly involved in the compliance sampling, inspecting, and reporting of industrial users as part of the City's Industrial Pretreatment Program. Will perform other duties as assigned by the Laboratory Manager.

MAJOR DUTIES

- Performs standard chemical, bacteriological, and physical examinations of wastewater samples to ensure compliance with state and federal environmental regulations.
- Maintains laboratory quality assurance/quality control documentation, including analytical bench sheets, logbook entries, sample calibration documentation, and chain-of-custody forms.
- Inputs data into computer system and helps maintain quality control on all resulting data; i.e. control charts, corrective action documentation, and method detection limit criteria.
- Prepares chemical reagents and bacteriological culture media.
- Operates, calibrates, maintains, and troubleshoots test equipment.
- Prepares, sorts, washes, decontaminates, sterilizes, and stores lab sample containers, glassware, and reagent/chemical containers.
- Cleans and organizes the laboratory; maintains chemical/reagent inventory.
- Performs routine quality control checks for all reagents.
- Analyzes storm water and well water samples.
- Assists in the Industrial Pretreatment Program by inspecting industrial sites, analyzing samples and reporting results.
- Assists in training Laboratory Technician position.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of standard environmental laboratory principles, techniques, terminology, equipment and materials.
- Knowledge of basic analytical chemistry and biological concepts.
- Knowledge of computers and job related software programs.
- Skill in performing standard algebraic and mathematical calculations.
- Skill in the analysis of problems and the development and implementation of solutions.
- Familiarity with basic wastewater treatment processes.
- Familiarity of water sampling and testing techniques.
- Familiarity of federal and state regulatory standards.
- Familiarity with governmental policies and procedures.

SUPERVISORY CONTROLS

The Laboratory Manager assigns work in terms of general instructions, based on compliance deadlines, standard methodology, and quality control requirements. The Laboratory Manager then checks completed work for conformity with such compliance requirements and precision and accuracy targets, all with respect to the nature and propriety of the final results.

GUIDELINES

Guidelines include Standard Methods for the Examination of Water and Wastewater, inter-departmental laboratory quality assurance/control procedures, instrumentation manuals and instructions, Safety Data Sheets and City-wide safety guidelines as well as the departmental Chemical Hygiene Plan. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to analyze water samples to ensure compliance with a variety of state and federal regulations and permit requirements. Success in this position contributes to compliance with all relevant state and federal regulations.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of private industries, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a laboratory. The employee may be exposed to contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as lab coats, safety glasses/goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

REQUIRED QUALIFICATIONS

- High School diploma or GED. An Associates or Bachelor's degree with related coursework in chemistry, biological and/or environmental sciences is preferred.
- Two years of related work experience in Water or Wastewater, and/or a Laboratory/Quality Control setting.
- Possession of State of Georgia, Wastewater Laboratory Analyst certification or equivalent.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER