



Laboratory Technician

Water & Wastewater

JOB SUMMARY

Performs technical duties in the analysis of a water samples to ensure compliance with a variety of state and federal regulations and permit requirements.

MAJOR DUTIES

- Performs standard chemical, bacteriological, and physical examinations of wastewater samples to ensure compliance with state and federal environmental regulations.
- Maintains documentation, including analytical bench sheets, quality assurance/quality control logbook entries, sample calibration documentation, and chain-of-custody forms.
- Prepares chemical reagents and bacteriological culture media.
- Operates, calibrates and maintains 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, media and resulting data.
- Analyzes storm water and well water samples.
- Assists in the Industrial Pretreatment Program by inspecting sites and analyzing samples.
- Performs related duties.

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 basic wastewater treatment processes.
- Knowledge of city and departmental policies and procedures.
- Knowledge of federal and state regulatory standards.
- Knowledge of water sampling and testing techniques.
- 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.

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 masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED. An Associates or Bachelor's degree with related coursework in chemistry, biological and/or environmental sciences is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain State of Georgia certification as a Wastewater Laboratory Analyst within one year of employment with the City.