

## LABORATORY ANALYST I/II

### JOB SUMMARY:

Under general supervision, collects samples and conducts laboratory tests for chemical and bacteriological analysis of potable water, raw and treated wastewater, and performs related work as required.

As the Laboratory Analyst I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Laboratory Analyst II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

### EXAMPLE OF DUTIES:

*(Duties include but are not limited to the following):*

- Collects and prepares water, wastewater and industrial wastes samples for analysis.
- Conducts standard physical, chemical and biological analysis of samples; conducts standard analysis on industrial waste samples to determine if they meet federal and state requirements.
- Prepares standardized reagents and media used in laboratory analysis.
- Sets up and maintains bacteriological samples and performs analysis as required.
- Maintains accurate logs and records of legally required tests, prepares and files required monthly, quarterly, semi-annual and annual reports to the State Department of Health Services.
- Notifies department manager and division supervisor of unusual test results.
- Maintains laboratory in a clean and orderly condition; cleans and prepares laboratory equipment and glassware.
- Troubleshoots customer complaints and takes appropriate corrective action regarding water quality issues.
- Corresponds by telephone and in writing.
- Compiles records, creates spreadsheets, and prepares reports on laboratory tests and quality assurance.
- Performs water and wastewater laboratory performance tests as a portion of studies to comply with the California Environmental Laboratory Accreditation Program for State Certification.
- Prepares the applications for quality studies required by the State of California DHS.
- Maintains a safe working environment.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### Knowledge of:

- Standard physical, chemical and biological properties of treated and polluted water, potable water, industrial and domestic wastewater.
- Theories and principles related to chemistry, statistics, mathematics and microbiology.
- Methods and techniques used in physical, chemical and biological test procedures.
- Laboratory safety practices required when working with potentially contagious, corrosive and/or toxic materials.
- Standard laboratory equipment and its use and care.

### Ability to:

- Read and write at a level sufficient for job success.
- Work independently and as a team member.
- Rapidly learn and consistently perform routine sampling and analysis according to regulatory protocol.
- Work in odorous conditions in the laboratory and in the field.
- Operate and maintain basic laboratory instrumentation and equipment.
- Be adaptable to changing work priorities.
- Operate a vehicle observing legal and defensive driving practices.
- Keep accurate records and prepare concise and meaningful reports.
- Establish and maintain effective working relationships with department personnel, other departments, outside agencies and the public.

### Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Analyst I: One year of experience as a laboratory analyst is required, or a Laboratory Analyst certificate, Grade I, may substitute for experience. Analyst II: Two years of experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance, and supplemental coursework to meet certification requirements.

### Licenses and Certificates:

Analyst I and II: 1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a Distribution Operator certificate, Grade I, or ability to obtain within eighteen (18) months of employment.

Analyst I: Possession of a California Water Environment Association Laboratory Analyst certificate, Grade I, at time of appointment is required.

Analyst II: Possession of a California Water Environment Association Laboratory Analyst certificate, Grade II, at time of appointment is required.

### Typical Physical Demands and Working Conditions:

Climbing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking hearing, seeing and repetitive motion; may be subjected to noise, fumes, odors, infectious materials, gases and chemicals; hear normal conversation in person and/or on the telephone, with or without electronic aids;

see to read fine print; be exposed to harsh substances; may be required to wear protective apparel, including but not limited to, goggles, face protectors, aprons, shoes and a respirator as required by OSHA standards.

**OTHER REQUIREMENTS:**

May be required to work evenings, weekends and holidays and assume stand-by duty if necessary.

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