



CLASSIFICATION NO. 789

Established: 7/82

Revised: 3/87, 8/90, 2/18

FLSA: Non-Exempt

EEO: 3

LABORATORY TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to perform routine chemical analyses and laboratory work on samples or specimens in accordance with established standards, procedures and laboratory operational guidelines; to collect samples and to conduct appropriate tests; keep accurate records of test results and procedures used; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Water Quality Laboratory section within Water Environment Services provides physical, chemical, and biological analyses of industrial wastes, storm water, surface water, biosolids samples, septage wastes and wastewater.

The Laboratory Technician is responsible for performing many of the more routine operations and procedures in the laboratory at a chemical laboratory. As knowledge and skill levels accelerate, the incumbent is expected to perform more professional and complex analyses on sample materials and require less direction.

Laboratory Technician differs from Laboratory Analyst which is the journey-level class responsible for the overseeing and conducting of a wide range of professional, complex, and analytical functions. In addition, the Laboratory Analyst oversees all laboratory operations and procedures, provides necessary ministerial support for the lab, is the lead worker and conducts training for the Technician and other staff regarding appropriate laboratory procedures.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Analyzes water, wastewater, industrial waste and biosolids samples for BOD, COD, suspended solids, pH, MPN, microbiological, nutrient levels, metals content, and other counts in accordance with standards of state and local agencies.
2. Prepares chemical and bacteriological media, stains, reagents, and test solutions routinely used in the laboratory.
3. Collects, preserves, and transports field laboratory samples as assigned following appropriate chain of custody requirements; maintains laboratory equipment and premises to ensure effective non-contaminated operation conditions; calibrates and maintains laboratory instruments; performs minor maintenance including cleaning and sterilizing of equipment and instruments.

4. Provides information to other employees concerning the chemical and laboratory analysis of samples; collects and analyzes data, reports findings to appropriate authority, and determines tests to be rerun; keeps accurate records of test results and laboratory procedures used; maintains monthly statistical reports on types and results of tests performed.
5. Helps prepare written and formal reports; performs chemical and technical studies as required by established quality control standards; records findings of analyses for compilation into test reports which are subsequently filed with governmental enforcement agencies.
6. Ensures that safety regulations in the laboratory are followed.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: The principles of standard chemical and biological examination techniques including microscopic and bacteriological procedures; the operation and maintenance of analytical instrumentation; statistical methodologies to collect, analyze and evaluate data and perform short term studies on samples; principles of quality control; reagents, equipment and protocols used in wastewater lab settings; laboratory sampling methods and techniques; basic wet bench chemistry procedures; laboratory quality assurance/quality control; pertinent safety practices and procedures.

Skill to: Use appropriate procedures for testing, interpreting and reporting laboratory findings with a high degree of accuracy and precision ensuring quality control; carry out established laboratory testing programs; operate laboratory testing equipment; laboratory sampling and preservation; cleaning lab glassware, dishes, and equipment; use of computers and computer software for record keeping, spreadsheet applications and database use; recognize deviations from normal sampling and analysis conditions; understand and follow oral and written directions; read, analyze and utilize complex formulas and charts; establish and maintain effective working relationships with supervisors and other personnel; prepare technical written reports; maintain clear and accurate records; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties require frequent standing, squatting, bending, reaching, fine motor control, accurate color perception, and the ability to lift up to 45 pounds, and carry, push and pull objects. Duties involve exposure to bacteria, viruses and toxic material in wastewater, and handling chemicals and bacteriological waste matter.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None.

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

The Laboratory series is part of a promotional career path within Water Environment Services. Incumbents in the Laboratory Technician classification may be promoted to open positions in the Laboratory Analyst classification upon satisfactory completion of an approved training and development plan. Possession of the required knowledge, skills and abilities at the higher-level must be documented in an approved promotional evaluation.

Edited: 6/16