



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Laboratory Technician
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GENERAL PURPOSE

Under general supervision, performs a wide variety of duties related to the collection and field analysis of water and wastewater samples; assists in the operation of the analytical testing laboratory; completes basic laboratory tests; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This fully qualified journey-level classification is responsible for performing the full range of technical laboratory program support duties, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Performs a wide variety of duties in support of the District’s laboratory operations and services; conducts routine sampling and analysis; maintains quality control and quality assurance and follows safe work procedures; maintains accurate records of work performed and analysis results.
- Collects raw, potable, and reclaimed water samples throughout the District, including bacteriological, organic, and radiological samples.

- Performs routine field analyses on potable and non-potable water samples using a wide range of laboratory equipment to test for chlorine residuals, turbidity, color, dissolved oxygen, pH, and other analyses as directed; prepares standards/reagents and calculates/compiles test data.
- Performs laboratory analyses when assigned to selected areas including, but not limited to, totals suspended solids, dewatering, total dissolved solids, Biochemical Oxygen Demand, alkalinity, and related analyses; prepares standards/reagents and calculates/compiles test data.
- Records data in an accurate manner that conforms with department procedures; enters laboratory and quality control test results into the Laboratory Information Management System (LIMS).
- Performs routine calibrations and analyses using field meters and field equipment.
- Interacts with the public in matters concerning water quality; handles customer complaints in a professional and tactful manner in order to enhance customer relations.
- Receives, reviews, and processes various reports and records including bacteriological analysis data; summarizes quality control data.
- Participates in the operation of the District State-certified analytical laboratory by performing basic laboratory analyses, organizing and tracking supplies, calibrating and maintaining equipment, assisting with special projects, receiving and splitting samples.
- Performs vehicle inspections on laboratory vehicles, including checking tire conditions, interior/exterior, required cab supplies, safety equipment, engine fluids, truck lights, and truck accessories.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Basic principles of chemical, biological, and physical sciences.
- Basic principles, practices, equipment, and materials required for the chemical, biochemical, biological, bacteriological, and physical analysis of samples of potable water.
- Methods and techniques of aseptic sampling and analysis.
- Commonly used laboratory equipment and supplies.
- Standard laboratory glassware and its proper use.

- Methods and techniques of calibrating and maintaining field instruments.
- Laboratory safety procedures and equipment.
- Basic principles of water distribution.
- Applicable federal, state, and local laws, and codes in assigned areas of responsibility.
- Technical report-writing practices and procedures.
- Principles and procedures of record keeping.
- The District's geographic area including various street locations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform routine analyses of water and wastewater and summarize results.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Accurately quantify known chemicals/reagents to amounts needed.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Aseptically collect samples.
- Identify, troubleshoot, and resolve minor field and laboratory equipment problems.
- Record and maintain accurate data.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Follow and apply written and oral instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- One (1) year of experience providing technical support to a water utility laboratory testing program.

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in biology, chemistry, and mathematics or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the Water District Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a laboratory and standard office setting and use standard office equipment, including a computer, as well as a diverse range of laboratory equipment; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; smell to perform odor tests on water samples and to detect chemicals, and hearing and speech to communicate in person and over the telephone. This is primarily laboratory focused classification with frequent standing, sitting and walking between work areas. Finger dexterity is needed to open and close sample bottles, pipette, and to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, climb to access materials, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects with an average weight of 20 pounds, up to 60 pounds in weight with the use of proper equipment and/or assistance from staff.

When assigned to a field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work primarily in a laboratory environment with moderate to excessive noise levels, controlled temperature conditions, and exposure to dust, fumes, and/or allergens; biologic/infectious agents; and unpleasant odors. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Laboratory Technician
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Laboratory Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____