

Job Posting LABORATORY ANALYST

Department: HWRF/KLRW	Pay Grade : 15
Reports to: Department Head	Hiring Salary Range: \$35,434 - \$44,293
FLSA Status: Non-Exempt	Deadline to Apply: Open Until Filled

General Statement of Duties

Performs responsible technical laboratory work in a water or wastewater treatment plant necessary for the monitoring of municipal treatment plant operations.

Distinguishing Features of the Class

An employee in this class performs and oversees a variety of chemical, biological, and microbiological tests designed to produce safe operation of domestic and commercial waste treatment and water production. The employee may be the primary laboratory staff in a small operation or a journey level analyst in a larger laboratory with more workload. Work includes establishing work schedules and timetables, troubleshooting process problems, conducting laboratory procedures, and preparing necessary reports and maintenance of records and files in a state-certified laboratory. The employee is subject to hazards associated with wastewater and chemical work including exposure to electrical current, and chemicals, fumes, odors, dusts, mists, gases, and poor ventilation. The employee may be required to wear a respirator. Work also be subject to the final standards of OSHA on blood borne pathogens. Work is performed under general supervision and is reviewed for conformance to testing and reporting procedures and accuracy.

Duties and Responsibilities

Essential Duties and Tasks

- Operates a state-certified laboratory for the analysis of water and industrial and domestic wastewater; performs laboratory tests.
- Operates a microcomputer to analyze and track test results.
- Performs a variety of standardized laboratory tests and analysis of wastewater, raw and treated water samples to determine efficiency and effectiveness of treatment.
- Performs the preparation of solutions and reagents.
- Performs tests to determine ph, alkalinity, biological oxygen demand, total solids, volatile solids, settleable solids, fecal coliform, metals, and other tests.
- Performs treatment plant operations as needed.
- Maintains inventory of chemicals, solutions, and other laboratory supplies.
- Performs quality control program on equipment and supplies to assure reliable test results; maintains laboratory equipment in proper operating order; maintains state laboratory certification.
- Interprets laboratory tests and prepares required reports: consults with, informs, and advises plant personnel about controls to be used, defects found, or changes in treatment process; participates in problem-solving regarding process control; conducts methodology experiments to identify process control strategies.
- Coordinates contracted laboratory analysis; reviews results; trains operators and oversees their laboratory work. May establish standard methods and parameters for the laboratory.

Additional Job Duties

Performs additional related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of modern laboratory techniques, materials, and equipment, including those used in difficult chemical and biochemical analysis of water and wastewater.
- Thorough knowledge of the principles of organic and inorganic chemistry as applied to water and wastewater treatment.
- Considerable knowledge of the application of information technology in laboratory and records preparation work.
- Skill in collaborative conflict resolution and customer contact.
- Ability to read and interpret technical federal and state guidelines on wastewater and water treatment procedures and tests and industrial pretreatment program requirements.
- Ability to prepare and keep accurate records and prepare reports.
- Ability to understand and carry out oral and written instructions.
- Ability to perform mathematical calculations.
- Ability to provide training of operations or other staff in laboratory procedures.
- Ability to establish and maintain effective working relationships with peers, superiors, and contracting agencies.

Physical Requirements

- Must be able to perform the basic life functions of stooping, crouching, reaching, standing, lifting, fingering, grasping, talking, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess visual acuity to prepare and analyze laboratory results, data, and figures, to operate a microcomputer, and to perform visual inspection of measurement devices.

Desirable Education and Experience

Graduation from a community college with a degree in chemistry, environmental science or related field, and related laboratory and/or water or wastewater treatment operations experience.

Special Requirement

Possession of Process Control and Bacteriological laboratory analyst certifications required or obtained within 12 months.

Possession of a grade C water treatment plant operator certification required or obtained within 12 months.