

LABORATORY ANALYST

DEFINITION

Under general supervision, performs a variety of standardized routine to complex chemical, physical, biological, and bacteriological analyses involved in the testing of City's water and wastewater quality; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analyses; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director or designee. May receive functional direction from other Mid-Management level staff as necessary. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a journey-level professional class that performs a variety of routine to complex laboratory tests to ensure that City water and wastewater treatment plants are in compliance with all Federal and State requirements for the processing and distribution/disposal of water/wastewater for the City. Incumbents work independently and have responsibility for maintaining records and submitting reports to the various regulatory agencies and for assisting operations staff in maintaining a high level of plant efficiency and effectiveness. This class is distinguished from the Laboratory Director in that the latter is responsible for planning, organizing, and reviewing the work being conducted in the City's laboratory and related activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in performing and interpreting chemical, biochemical, biological, bacteriological and physical analyses of samples related to the treatment, quality control and distribution of potable water, as well as treatment, quality control and disposal of wastewater influent and effluent, following standard procedures and guidelines.
- Collects samples at various sites throughout the treatment plants and other City sites for testing to determine the effectiveness of each stage of the treatment process.
- Analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process.
- Prepares samples for analysis by commercial laboratories; ensures that test results are reviewed and reported.
- Sets up, calibrates, operates and performs minor maintenance and repair to a variety of laboratory instruments and equipment.
- Maintains quality control and quality assurance and follows safe work procedures.
- Maintains accurate records of work performed and analysis results.
- Consults with treatment plant staff regarding analysis results.
- Prepares periodic and special reports for submission to appropriate regulatory agencies in a timely manner; ensures that laboratory certification is in compliance with regulatory requirements.

- Prepares standard chemical solutions and reagents; disposes of outdated materials in a safe manner; cleans glassware and equipment and ensures that the laboratory is maintained in a clean and orderly condition.
- Maintains an inventory of laboratory supplies, chemicals and equipment.
- Enters data into and retrieves data from an automated data control system.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Chemical, biological and physical characteristics of water and wastewater.
- Principles, practices, equipment and materials required for the chemical, biochemical, biological, bacteriological and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory and treatment plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Analyze, interpret, apply and enforce Federal, State, and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform chemical, biochemical, biological, bacteriological and physical analyses of potable water and wastewater.
- Analyze the results of such tests and make appropriate recommendations for plant operations.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Prepare and maintain clear and concise reports and accurate records and files.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Utilize computer and related word processing, database and spreadsheet software and applications.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in chemistry, biology, natural sciences, or a related field and three (3) years of experience in performing laboratory analysis of wastewater, potable water or industrial products.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of Grade I Laboratory Analyst certification from the California Water Environment Association (CWEA), possession of a Grade II Laboratory Analyst certification is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a water and/or wastewater treatment plant laboratory; operate and motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone. Employees primarily work indoors but frequently walk within treatment plants to take samples. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors in a treatment plant and laboratory environment and are occasionally exposed to loud noise levels, 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, and contractors in interpreting and enforcing departmental policies and procedures.

The City and the Union have met and discussed revisions made to the Principal Laboratory Analyst class specification incorporated herein.

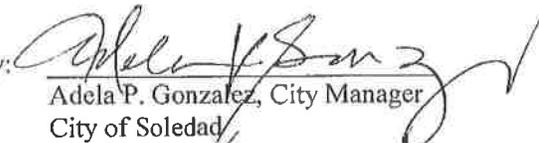
Service Employee's International Union,
Local 521

City of Soledad

Date: 6/27/16

Date: 6-27-2016

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