

MAJOR FUNCTION

This is entry technical work, assisting in routine physical, chemical, or biological analyses on water, wastewater, and/or other environmental samples. Duties are performed in accordance with established procedures with instructions given by the Supervisor-Water Quality Laboratory. An employee is responsible for following standard laboratory and safety procedures and for applying proper laboratory methods to perform analyses. Work is reviewed through observation, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assist with analyses on water, wastewater, groundwater, sediments, sludges and related environmental samples to determine compliance with all regulations. Assist with conducting a variety of water quality tests, which may include, but not limited to biochemical oxygen demand (BOD), residual chlorine, bacteriological tests and pH. Accurately records the results of various chemical, bacteriological, and biochemical tests and keeps records as required. Assist with the care and cleaning of equipment used in testing. Assist with the preparation of standard solutions and reagents. Assist with performing required environmental and drinking water sampling following all regulatory procedures and requirements, including field analyses. Performs presentations. Review and enter results into the Laboratory Information System in a timely and accurate manner. Reads and follows and laboratory documentation such as SOPs, Quality Manual, Chemical Hygiene Plan, and others as required. Aid with operating, calibrating and maintaining special sampling and analysis equipment (e.g., analytical field monitoring equipment, pumps, and other related equipment). May require working weekends and on-call rotation. Performs related work as required.

Other Important Duties

Duties may also include collecting, evaluating, and testing environmental/drinking water samples in the field in accordance with state approved standard operating procedures.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Basic knowledge of standard laboratory procedures, hazards, and safety precautions in using chemicals and laboratory equipment. Basic knowledge of laboratory terminology and principles of chemistry and microbiology. Basic knowledge of mathematics sufficient for laboratory calculations. Ability to understand oral and written technical instructions and perform accurate analysis. Basic knowledge of and ability to conduct and follow environmental sampling protocol and procedures. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively both orally and in writing. Ability to work independently and adapt to varying work conditions.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of experience that includes laboratory work, environmental field work, water operations, or related work experience; or an equivalent combination of training and experience. Successful completion of 9 semester hours in a physical or natural science may be substituted for the one year of required experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and maintain same as a condition of continued employment.

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