

Goleta Sanitary District Job Description

Job Title: Laboratory Analyst I
Department: Laboratory
Reports To: Laboratory Supervisor or Environmental Services Manager
FLSA Status: Non-Exempt (Hourly)

SUMMARY

Under general supervision, performs a variety of tests involving chemical, physical, and bacteriological analysis of wastewater and byproducts of the wastewater treatment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned in order to meet the needs of efficient District operation.

Sets up laboratory equipment and instrumentation required for regulatory compliance monitoring, research, or process control.

Performs tests and interprets results of chemical, biological, and physical analysis of samples collected from sewage treatment plant processes and records findings.

Maintains laboratory equipment and facilities in a clean and sterile condition; prepares and standardizes all solutions used in analysis; maintains records of work performed; maintains inventories of supplies, materials and chemicals.

Performs field duties involving use of District vehicle to collect and deliver samples.

Conducts laboratory quality control of analytical methods, reagents, media, de-ionized water; utilizes various quality control methods such as; matrix spikes, sample duplicates and reference standards, to ensure accuracy of chemical and biological analysis.

Installs sampling devices; prepares standard solutions and reagents; cleans laboratory tools and equipment; troubleshoots malfunctions and maintains laboratory equipment and instrumentation; assists in the development and review of laboratory procedures.

Enters data into the Water Information Management System (WIMS).

Assists with and participates in District's public education and outreach program especially those dealing with laboratory operation.

Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Wastewater and industrial waste chemistry, microbiology, sampling techniques, and treatment processes; general quantitative and qualitative chemistry; EPA Rev. 5-24

and Standard Methods for Analysis of Water and Wastewater analytical procedures; laboratory safety; analytical instrumentation and equipment care and maintenance; statistical analysis methods.

Ability To: Perform accurate and precise chemical, physical, and biological analysis of water, wastewater and sludge; properly operate, maintain, and calibrate analytical instruments and equipment; use computer spread sheets, word processing and data bases; utilize proper sample collection and handling techniques; prepare and standardize testing media and reagents; keep accurate and legible records; communicate clearly and concisely, both orally and in writing; exercise independent judgment within parameters of the position; establish and maintain effective work relationships with those contacted in the performance of required duties; meet the physical requirements necessary to safely and effectively perform the required duties; establish and maintain effective working relationships with those encountered in the course of work.

EDUCATION and/or EXPERIENCE

Associates degree in chemistry (or related field) or a combination of education, training and/or experience equivalent to one year of college level course including two courses in a laboratory science and one year of analytical laboratory work.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and laboratory procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of customers, students or District employees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of statistical analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain a California Water Environment Association Laboratory Analyst Grade I certificate within 12 months of hire.

Possession of a valid Class C California Driver's License with a satisfactory driving record.

Ability to obtain American Red Cross First Aid and Cardiopulmonary (CPR) certificate.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; use hands to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or

move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee may occasionally be required to work in areas with potentially hazardous atmospheres requiring the use of respiratory protection equipment and in that respect may be required to pass a respiratory fitness test and to follow the District's facial hair policy.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.