

MAJOR FUNCTION

This is technical work performing routine physical, chemical, or biological analyses on water, wastewater, and/or other environmental samples. Duties are performed in accordance with established EPA 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**

Performs analyses on water, wastewater, groundwater, sediments, sludges and related environmental samples. Conducts 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. Responsible for the care and cleaning of equipment used in testing. Prepares standard solutions and reagents. Performs required environmental and drinking water sampling following all regulatory procedures and requirements, including field analyses.

Other Important Duties

Logs samples into the Laboratory Information System and enters data in a timely and accurate manner. Reads and follows laboratory documentation such as SOPs, Quality Manual, Chemical Hygiene Plan and others as required. Duties may also include collecting, evaluating and testing environmental/drinking water samples in the field in accordance with state approved standard operating procedures. May operate, calibrate and maintain special sampling and analysis equipment (e.g. analytical field monitoring equipment, pumps and other related equipment).

Performs related work as required.

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. Basic knowledge of and ability to conduct and follow environmental sampling protocol and procedures. Basic knowledge in the use of microcomputers 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. Ability to understand oral and written technical instructions and perform accurate analyses.

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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04-28-04*
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