

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Laboratory Technician</b>	<b>CLASS CODE:</b>	<b>981</b>
<b>REPORTS TO:</b>	<b>Water Quality Lab Manager</b>	<b>GRADE:</b>	<b>18</b>
<b>DEPARTMENT:</b>	<b>Environmental Resources</b>	<b>FLSA:</b>	<b>N</b>

**JOB SPECIFICATION DATE: March 25, 2008 ajw**

### **JOB SUMMARY**

Collects samples of water for chemical and microbiological analysis. Performs routine laboratory tasks such as setting up and reading routine microbiological analyses; prepares containers and equipment for sampling; and performs chemical inventories at compliance laboratory facilities.

### **ESSENTIAL FUNCTIONS**

1. Collects daily bacteriology samples from the drinking water distribution systems and water reclamation facilities.
2. Collects water or sewage samples from representative points throughout the City utility system.
3. Performs field analyses at drinking water distribution system sampling points.
4. Performs daily bacteriology tests on drinking water and reclaimed water samples.
5. Reads and records the result of the previous day's bacteriology tests on drinking water and reclaimed water samples.
6. Performs or assists with other sample collection activities.
7. Samples operating wells for bacteriology, organic and inorganic constituents, and field-tests.
8. Monitors, prepares, and refills reagents used in the laboratory.
9. Organizes and maintains accurate laboratory records and laboratory notebooks.
10. Performs chemical inventories at compliance laboratory facilities.
11. Assists in preparing equipment, sample containers, and other items for the Pretreatment Program.
12. Performs a wide variety of wet chemistry tests on water samples.
13. Performs administrative tasks including typing, copying, and data entry.
14. Assists in research and method development.
15. Keeps current by reviewing professional journals, and attending appropriate seminars and training opportunities to stay abreast of changing regulations and procedures, pertaining to job-related requirements and methods.
16. Assists in sample preparation for inorganic and/or organic analyses including performing digestions, extractions, or analyses as required.

### **SECONDARY FUNCTIONS**

17. Performs other duties as requested.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Principles, practices, and techniques of water quality sampling
- Principles, practices, and techniques of handling laboratory chemicals safely
- Familiarity with general laws and regulations applicable to job duties

### **Skill in:**

- Laboratory techniques
- Sample collection techniques
- Following scientific methods and procedures as written
- Computer usage

### **Ability to:**

- Read and understand technical specifications for equipment preparation and sample collection and handling
- Keep neat and accurate records and logs
- Follow standard operating procedures and accept responsibility for working independently
- Perform variety of laboratory tests on water and wastewater samples
- Prepare reports of analytical results under supervision
- Perform quality control procedures
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with employees and various agency officials

## **WORKING CONDITIONS**

Laboratory setting work will involve various acids, solvents, chemicals, explosive gases, high temperature equipment, and bacteriological hazards, which if not handled properly are hazardous and toxic. Treatment plant setting work will involve collecting samples for analysis and work around large tanks, grating, high-voltage electrical lines and equipment, motors, and hazardous chemicals, which if not handled properly are hazardous. Field setting work will involve the collection of water samples from the distribution system, irrigation lakes, or other locations, and may involve encounters with animals and hazardous traffic conditions.

## **MINIMUM QUALIFICATIONS**

One year of college level coursework in science or water technology with courses in chemistry or a related natural science and one year experience collecting and/or analyzing drinking water samples.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

Possession of a valid Arizona driver's license

Weekend and holiday work required