

CLASS SPECIFICATION
LABORATORY ANALYST

JOB PURPOSE

Under general supervision, perform and arrange for performance of analyses and reports mandated by the wastewater treatment plant's permit; to manage the industrial pretreatment program; to assist in managing the hazardous materials program and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Coordinates a variety of laboratory, chemical, biological and bacteriological tests and studies as mandated by other governmental jurisdictions;
- ~ Collects water and wastewater samples and makes chemical and bacteriological tests, including at least the following: B.O.D., ph, dissolved oxygen, coliform M.P.M., chloride alkalinity, oil and grease, NO₃, NG₃, residue (settlable, suspended, and total dissolved), and chlorine residual;
- ~ Maintains records of laboratory tests and makes daily and periodic reports on laboratory test findings as required;
- ~ Documents and maintains Analytical Quality Control Assurance Program;
- ~ Maintains standards for approval of laboratory certification;
- ~ Assists with training plant personnel in standard laboratory methods and procedures;
- ~ Orders chemicals and laboratory supplies and keeps inventory;
- ~ Performs analyses and writes reports for special studies;
- ~ Performs process control analyses;
- ~ Maintains laboratory and laboratory-related equipment;
- ~ Monitors industrial users for compliance with wastewater codes;
- ~ Researches technical and legal literature on chemicals of concern.

Marginal Duties:

- ~ Prepares yearly budget for laboratory supplies, equipment and any commercial laboratory work required;
- ~ Assists in industrial inspections, monitoring and enforcement of City regulations;
- ~ Assists in hazardous materials storage inspections, monitoring and enforcement and may respond to hazardous materials incidents;
- ~ Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to completion of two years of college with courses in chemistry and some experience as a laboratory technician performing chemical, biological, and bacteriological tests; completion of a Bachelor's degree in chemistry,

biology, or related field is highly desirable; possession of a valid California motor vehicle operator's license. Must be able to obtain Grade I Laboratory Technologist Certification within two years of employment.

Ability to: Perform basic laboratory techniques; use equipment required for laboratory analyses; prepare chemical solutions; prepare and standardize laboratory reagents; follow prescribed laboratory procedures and record accurate observation of results; organize data, assess and prioritize laboratory needs; write clearly; plan and organize own work; perform moderately complex arithmetical calculations accurately; reason and learn new techniques and equipment, especially computer hardware and software; read, comprehend, and apply official documents and instruction manuals; follow oral and written instructions; work independently with creativity and initiative; and to communicate effectively with those contacted in the course of work.

Knowledge of: Principles of qualitative and quantitative inorganic and organic chemistry; chemical laboratory techniques, materials and instrumentation; preservation techniques; test reagents; types and structures of chemicals; selective ion electrode methods; wastewater treatment plant methods; and basic laboratory safety procedures.

CITY COUNCIL APPROVAL: September 21, 1988