

**LABORATORY TECHNICIAN**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Under supervision, performs basic laboratory duties including dishwashing, cleaning and media preparation; performs water and wastewater sampling; performs a variety of tests and analyses on water and wastewater and other related work as required.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician** is responsible for performing a limited range of laboratory activities. This class is distinguished from the Chemist I in that it does not perform the full array of duties and assignments assigned to the series and that it requires supervision. It is further expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

**SUPERVISION RECEIVED**

Receives direct supervision from the Water Quality Supervisor or Senior Chemist, in the absence of the Water Quality Supervisor.

**ESSENTIAL DUTIES** (include but are not limited to the following)

Performs basic laboratory duties such as washing labware and preparation of media and chemical solutions; collects water or wastewater samples from various locations for bacteriological and chemical analysis; maintains accurate records; assists in maintaining laboratory and equipment in a clean and orderly manner; must be able to work independently and also be capable of learning and mastering the use of laboratory instrumentation and testing equipment; provides general information to the public; stays current on issues pertaining to water and wastewater analyses and quality; attends and participates in professional meetings as necessary.

**OTHER DUTIES**

Performs a variety of tests and analyses of water and wastewater within the District to include chemical, bacteriological and physical testing; collect(s) samples throughout the District which may include entering customer homes alone; operates and maintains laboratory equipment; calibrates instrumentation and equipment as necessary; conducts and/or assists in conducting quality assurance and quality control procedures; provides information as is appropriate.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class):

Experience/Education

Sufficient experience and education to successfully perform the duties of a **Laboratory Technician**. A typical way of obtaining the required qualifications is to possess experience in water and/or wastewater laboratory work and college course work in biology, chemistry, or a related field; or, a Bachelor's degree in chemistry, bacteriology, biology or a related field from an accredited college or university.

Approved	CD
Date	4/7/03

Knowledge/Skill/Ability

*Knowledge of:* Basic laboratory skills, English usage, grammar, spelling and punctuation; modern office procedures, methods and equipment usage including a personal computer and applicable software; principles and procedures of materials and equipment used in the performance of assigned duties; occupational hazards and standard safety practices.

*Ability to:* compile information and prepare clear, concise and accurate records; carry out quality assurance and quality control procedures; work overtime, weekends, holidays and be available in the event of an emergency if needed; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted during the course of the day; respond effectively and courteously to questions and inquiries from the general public and outside agencies.

License/Certificate

Possession of a valid California Class C driver's license.

Possession of a Grade I AWWA Water Quality Analyst Certificate is required to attain the merit step status after 48 months of employment.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires prolonged, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. When in the field the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen and potential mechanical hazards. The position also requires both near and far vision when inspecting samples and overseeing work projects. The need to lift sample bottle inventory and files weighing up to 25 pounds may be required. Additionally, the Laboratory Technician may be exposed to hazardous chemicals and other bio-hazards in the performance of assigned duties.

04/03