



Laboratory Analyst I

Wastewater Treatment

WWT/5

JOB SUMMARY

This position is responsible for performing regular chemical, bacteriological, and microscopic examinations of wastewater samples. An incumbent in this position may be designed "Laboratory Analyst II."

MAJOR DUTIES

- Collects and analyzes influent and effluent samples.
- Performs laboratory analyses of wastewater samples.
- Ensures compliance with quality control standards.
- Prepares reports for the Superintendent and regulatory agencies.
- Sets up, cleans and calibrates laboratory equipment and instrumentation.
- Maintains discharge monitoring reports and supporting documentation.
- Assists other divisions with sample collection and laboratory analysis as needed.
- Assists in the collection and shipping of samples for pollutant scans and toxicity testing.
- Repairs and maintains laboratory equipment.
- Assists with after-hours emergencies when needed.
- Attends required training classes.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state, and local laws and regulations pertaining to analytical procedures.
- Knowledge of wastewater treatment principles and practices.
- Knowledge of chemistry.

- Knowledge of the maintenance and calibration of laboratory equipment.
- Knowledge of federal, state, and local laws and regulations pertaining to sample collection and laboratory procedures.
- Knowledge of data analysis and records management principles.
- Skill in the collection, analysis, and interpretation of wastewater samples.
- Skill in the operation and maintenance of laboratory equipment.
- Skill in planning, organization, and decision making.
- Skill in the collection and analysis of data and in the preparation of reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include National Pollution Discharge Effluent Standards, EPA regulations, state EPD regulations and guidelines, and agency policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to collect and analyzes wastewater samples. Successful performance contributes to the efficiency and effectiveness of plant operations and ensures compliance with state and federal regulations.

CONTACTS

- Contacts are typically with representatives of state and federal agencies, vendors, representatives of external labs, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of

dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office, at wastewater treatment facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain state certification as a wastewater analyst.