

CITY OF SIMI VALLEY

LABORATORY TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs chemical, physical, and biological analysis of wastewater, stormwater and industrial water in support of the wastewater treatment plant; assists with special projects; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Laboratory Technician series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Laboratory Technician in that the latter performs basic toxic metals testing and performs lead supervisory responsibility over lower level staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform routine chemical and physical analysis of water, wastewater, stormwater and industrial water to ensure compliance with federal environmental compliance regulations.
2. Utilize a wide variety of laboratory equipment including a spectrophotometer, ion chromatograph and inductively coupled plasma.
3. Participate in the collection of water samples of plant influent at various stages of treatment and of plant effluent.
4. Prepare solutions, reagents, equipment, apparatus and accessories and other supplies needed at the lab.
5. Conduct monthly inventory of chemicals, reagents, solutions, and other supplies and equipment essential to laboratory operation.
6. Prepare and maintain technical reports on results of analyses conducted; interpret and report data from in-house and contract laboratories to state and federal entities.
7. Clean, sterilize, calibrate and maintain equipment and apparatus used in all tests and analysis.
8. Prepare microbiological media.
9. Maintain accurate files; enter test results into the computer and generate necessary reports.
10. Perform quality control and quality assurance tests and maintain quality control procedures in the laboratory.
11. Coordinate and monitor contract services as necessary.

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12. Ensure adherence to safe work practices and procedures as well as federal and state laws, rules, regulations and permits.
13. Research new products and methods; make recommendations based on need; order necessary equipment.
14. Troubleshoot, clean and maintain laboratory instrumentation and equipment.
15. Provide lab training to plant personnel on proper lab methods, procedures, and techniques; verify work follows proper procedures and regulations.
16. Assist in the development of new laboratory procedures, methods and techniques.
17. Participate in special projects as assigned.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Laboratory techniques, equipment, terminology, and procedures.
Principles and practices of qualitative and quantitative chemistry, mathematics, biology, microbiology and bacteriology.
Principles of chemical and physical analysis.
Modern laboratory procedures, methods and computer equipment.
General state environmental planning and water policy.
Sampling procedures and field equipment.
Mathematics.
Modern office procedures and equipment including computers and applicable software applications.
Occupational hazards and standard safety practices.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Conduct chemical, biological and bacteriological examinations and analyses.
Conduct mathematical calculations.
Operate analytical laboratory instruments including ion chromatography, inductively coupled plasma and spectrophotometer.
Use and maintain laboratory equipment.
Use computers and a variety of computer software programs.
Prepare clear, concise and technical reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in biology, microbiology, chemistry or a related field. A Bachelor's degree from an accredited college or university with major course work in biology, chemistry, microbiology, or a related field is highly desirable.

Experience:

Two years of experience conducting a variety of tests in a physical, chemical, or biological laboratory.

License or Certificate:

Possession of, or ability to obtain, a valid Grade I Laboratory Analyst certification within 18 months of employment.

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Treatment plant lab environment; work with water; exposure to hazardous chemicals, infectious waste, and inclement weather conditions.

Physical: Sufficient physical ability necessary for standing, walking, bending and stooping for prolonged periods of time; heavy to moderate lifting; operating motorized equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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