

CITY OF SIMI VALLEY

SENIOR 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 direction, leads, oversees and participates in the more complex and difficult work of staff responsible for performing technical chemical and physical tests in support of the wastewater treatment plant; assists the Laboratory Chemist in all types of laboratory testing and serves as back-up in his/her absence; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Laboratory Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the independent performance of routine metals analysis and performance of lead supervision over lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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. Lead, plan, train and review the work of staff responsible for the routine chemical and physical analysis of water, wastewater, stormwater and industrial water to ensure compliance with federal environmental compliance regulations; participate in the more complex work of the unit, performing specialized testing.
2. Plan, direct and participate in the collection of water samples.
3. Train assigned employees in their areas of work including chemical and physical analytical methods, procedures and techniques.
4. Supervise the use, care and operation of laboratory equipment including ion chromatograph and spectrophotometer.
5. Maintain an accurate inventory of laboratory supplies and equipment; prepare annual reports; write purchase requisitions and order supplies as necessary.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
7. Prepare and standardize chemical reagents to specified volumes and concentrations; prepare microbiological media.
8. Maintain accurate files; enter test results into the computer and generate necessary reports.
9. Perform quality control tests and maintain quality control procedures in the laboratory.

10. Maintain current knowledge of trends and innovations within the field of water and wastewater science; participate in professional group meetings.
11. Assist the Laboratory Chemist and Laboratory Supervisor in assessment and procurement of new laboratory equipment; troubleshoot, clean and maintain laboratory equipment and supplies.
12. Assist the Laboratory Chemist in all types of laboratory testing as necessary; serve as back-up for the Laboratory Chemist in his/her absence.
13. Assist the Laboratory Supervisor in overseeing lower level staff and coordinating the activities and operations of the laboratory.
14. Assist in the development of new laboratory procedures, methods and techniques.
15. Ensure adherence to safe work practices and procedures.
16. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
17. 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:

Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, microbiology and bacteriology.
Principles of lead supervision and training.
Laboratory techniques, equipment, terminology and procedures.
Operations, services and activities of laboratory.
Operational characteristics of laboratory equipment and tools.
Modern laboratory procedures, methods and computer equipment.
Methods and procedures for quality assurance and quality control.
Sampling procedures and field equipment.
Basic mathematics.
Principles and procedures of record keeping.
Occupational hazards and standard safety practices.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Lead, organize and review the work of staff.
Interpret, explain and enforce department policies and procedures.
Operate a variety of laboratory equipment in a safe and effective manner.
Perform sample collection and preservation.
Accurately record data.
Evaluate samples and determine appropriate tests and analytical methods.
Maintain laboratory equipment.
Use computers and a variety of computer software programs.
Prepare clear and concise technical reports.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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 a Bachelors degree from an accredited college or university with major course work in biology, chemistry or a related field.

Experience:

Two years of increasingly responsible technical laboratory experience.

License or Certificate:

Possession of, or ability to obtain, a valid CWEA Laboratory Analyst II certification.

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 and infectious waste and inclement weather conditions.

Physical: Sufficient physical ability to stand, walk, bend and stoop for prolonged periods of time; perform heavy to moderate lifting; operate 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.

Adopted: August 2004
Johnson & Associates

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