

Job Description
Senior Laboratory Technician

Job No. L0006

Salary Range 41 Non-Exempt

Position Summary:

Under the general supervision of the Chemist/Principal Analyst, performs routine chemical, physical, and bacteriological analyses on collected water samples to determine the quality, safety, and suitability of water within the Agency's boundaries, including customer water samples. Maintains laboratory equipment and supplies. The incumbent may instruct other employees regarding methods or procedures for laboratory work.

Duties/Responsibilities:

Essential duties include, but are not limited to, the following:

- Establishes and maintains aseptic laboratory technique.
- Maintains the laboratory and equipment in a clean, neat, and orderly condition. Compiles equipment maintenance logs and updates reference materials.
- Performs various standard and special tests to evaluate water quality and to improve plant processes.
- Maintains laboratory inventory; procures and stocks supplies. Washes laboratory glassware.
- Assists in the operation of sophisticated laboratory instruments, such as TOC, IC, ICP, and ICP-MS.
- Interacts with customers bringing samples to the laboratory; answers questions about water quality, regulations, or compliance.
- Corresponds with Division of Drinking Water personnel regarding customer test results.
- Logs samples and records results in LIMS and other spreadsheets, maintaining a written record of lab results and activities. Prepares various technical reports.
- Prepares chemical reagents and media.

Additional duties include:

- Balances and reconciles laboratory cash drawer.
- Facilitates billing and reporting of customer laboratory work.
- Orders, prepares, and ships bottles and samples for outside laboratory analyses.
- Evaluates plant performance through laboratory jar tests.
- Perform other duties as assigned.

Qualifications:

Education: Bachelor's degree in chemistry, microbiology, water quality, biology, bacteriology, or related field.

Experience:

- Three years working in water quality
- One year in customer service.

Licensure/Certification: A valid California driver's license

Desirable Certifications:

- AWWA Water Quality Analyst Certificate II
- Water Treatment Operator, Grade II

Knowledge of:

- Theory, principles, practices, methods, chemicals, and agents used in trace metals and physical and biological analyses of environmental samples; water sampling and sample preservation techniques; procedures for water analysis.
- Methods and procedures used for water treatment.
- Principles and practices of quality assurance and quality control and their applications to a wide variety of testing and analytical procedures.
- Pertinent local, state, and federal codes, regulations, and laws related to water.
- Standard office procedures.
- Principles and practices of chemistry, bacteriology, and chemical sciences.
- Modern laboratory procedures, media, and equipment, and safe laboratory practices.

Skills to:

- Perform mathematical calculations.
- Conduct data analysis.
- Perform various tasks and work with data in Microsoft Excel.

Ability to:

- Communicate effectively orally and in writing.
- Operate, calibrate, and maintain laboratory equipment and prepare reagents.
- Analyze and interpret data.
- Prepare reports and records of test results and special statistical analyses.
- Present scientific data clearly and concisely, both orally and in writing.
- Make sound, independent judgments within established guidelines.
- Maintain a safe work environment.
- Establish and maintain effective working relationships.

Physical Requirements:

On a daily basis, this position requires the ability to climb stairs and/or ladders, stoop, kneel, crouch; reach with hands and arms; stand, walk, sit; use fingers to grasp or pinch items, and feel shape or temperature; talk, hear, and see close and far, color, shades of color, and black and white. The incumbent typically works inside in a dry atmosphere, has exposure to chemicals and works with hands in water.

On a frequent basis, this position uses upper extremities to push, pull, or press against something, and maintain balance to prevent falling when either standing or crouching; may have exposure to fumes or gasses, and work around machinery.

The incumbent must have the ability to lift and carry 45 pounds or greater on occasion, and occasionally push up to 40 pounds.