

## **North Marin Water District**

### **Laboratory Analyst I**

*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**

Performs a wide variety of duties and tasks assigned to classes in the Laboratory Analyst series including performing complex analyses of water and wastewater to ensure compliance with applicable District, State and Federal rules, regulations and standards; performs other responsible and complex duties in support of the District mission, goals and objectives; and performs other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Laboratory Analyst I** is the mid-level in the Water Quality series. It is distinguished from the Laboratory Technician in that it is responsible for performing a full range of laboratory activities with minimal supervision. It is further expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties. The **Laboratory Analyst I** is distinguished from the Laboratory Analyst II in that proficiency and use of sophisticated laboratory instruments (AA, GC, IC) is not expected of the Laboratory Analyst I.

#### **SUPERVISION RECEIVED**

Receives general supervision from the Water Quality Supervisor.

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

Performs a wide variety of tests and analyses of water and wastewater within the District to include chemical, microbiological and physical testing; collects water and wastewater samples; performs testing and interprets results; collect(s) samples throughout the District which may include entering customer homes alone; analyzes test results and prepares analytical and/or statistical reports; operates and maintains laboratory equipment; calibrates instrumentation and equipment as necessary; conducts and/or assists in conducting quality assurance and quality control procedures; responds to questions, water quality complaints and inquiries from the general public and from District personnel; provides information as is appropriate and resolve issues and concerns regarding sampling and analysis results.

#### **OTHER DUTIES**

Participates in performing basic laboratory duties such as washing labware and preparation of media and chemical solutions; inventories laboratory supplies and equipment within the laboratory and may be assigned assistant purchasing agent duties in accordance with District purchasing regulations; stays current on issues pertaining to water and wastewater analyses and quality; attends and participates in professional meetings as necessary.

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

Education/Experience

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

Knowledge/Skill/Ability

*Knowledge of:* Quality assurance and quality control for all laboratory procedures and methods; Pertinent Federal, State and local water regulations and codes; basic principles of water and wastewater quality and analytical methods; 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; methods and techniques of hazardous materials handling, storage and disposal.

*Ability to:* operate modern laboratory equipment; perform, understand and interpret water and wastewater quality tests; monitor water system quality testing programs; compile information and prepare clear, concise and accurate records and reports; carry out quality assurance and quality control procedures; work overtime, weekends, holidays and be available in the event of an emergency; 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 II CWEA Lab Analyst certificate is desirable, but not required.

Possession of a Grade II AWWA Water Quality Analyst Certificate required within two years of initial employment, on a schedule approved by the District.

**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 incumbent may be exposed to hazardous chemicals and other bio-hazards in the performance of assigned duties.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	
Date	