

North Marin Water District

SENIOR LABORATORY ANALYST

*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.*

Reports to: Laboratory Supervisor

FLSA Status: Non-Exempt

DEFINITION

Performs the full array 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; administers day-to-day activities of lab work including sampling, analyses, data management, quality assurance, report preparation, equipment maintenance, and laboratory safety program; performs other responsible and complex duties in support of the District mission, goals and objectives; and performs other work as required. Assists in general administrative work related to the laboratory.

DISTINGUISHING CHARACTERISTICS

The **Senior Laboratory Analyst** is a journey-level class in the Laboratory Analyst series and is responsible for performing a full range of laboratory activities, including serving as the Water Quality Program Aide under the District Water Quality Compliance Programs. This class is distinguished from the Laboratory Analyst II in that it assists the Water Resources Manager in administration of water quality monitoring programs and develops sampling schedules to ensure all monitoring programs are completed on time. They coordinate sampling activities with other staff from the lab as well as other internal and external clients. They also administer day-to-day activities of laboratory work and assist the Laboratory Supervisor in general administrative work related to the lab. It is further expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

SUPERVISION RECEIVED

Receives general supervision from the Laboratory Supervisor. May be assigned as acting Laboratory Quality Manager in his/her absence.

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

- **Testing:** Performs a wide variety of tests and analyses of water and wastewater within the District to include chemical, bacteriological and physical testing; Assists in developing complex sampling and testing programs; Determines methodology of tests; Carries out all sampling and testing programs as required by regulations and outlined by district compliance programs; conducts and/or assists in conducting quality assurance and quality control procedures;
- **Samples:** 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; submits recommendations to change or modify laboratory systems and procedures as is appropriate;
- **Equipment:** Operates and maintains laboratory equipment; calibrates instrumentation and equipment as necessary;

Approved	
Date	2-12-26

- Customer Service: Receives and investigates customer water quality complaints and makes recommendations to responsible staff; Responds to questions, water quality complaints and inquiries from the general public and from District personnel; provides information as is appropriate and resolves issues and concerns regarding sampling and analysis results.
- Prepares work schedules and training assignments;
- Carries out the laboratory aspect of special studies and programs;
- Selects and purchases laboratory equipment and materials;
- Responsible for data management;

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;
- Participates in the development of the laboratory budget;
- Stays current on issues pertaining to water and wastewater analyses and quality; attends and participates in professional meetings as necessary.

QUALIFICATIONS):

Minimum Education and Experience

Sufficient experience and education to successfully perform the duties of a **Senior Laboratory Analyst**. An equivalent of four years 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.

Desired Experience

Experience running analytical methods using sophisticated instruments (ion chromatography, atomic absorption spectrophotometry, gas chromatography, HPLC, etc).

Knowledge/Skill/Ability

The ideal candidate will have:

Knowledge of:

- Quality assurance and quality control for all laboratory procedures and methods, including methods, materials, equipment and data management systems;
- Pertinent Federal, State and local water regulations and codes;
- Basic principles of water and wastewater quality;
- Ability to read and interpret technical information, analyze problems, multitask, and operate under deadlines.
- Demonstrates ability to communicate clearly and concisely.
- 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 OSHA standard safety practices as well as 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; organize work programs; 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; investigate water quality complaints and provide input to resolution.

License/Certificate

Possession of a valid California Class C driver's license.

Possession of a Grade III AWWA Water Quality Analyst Certificate within 2 years after initial employment.

Possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D2 Water Distribution Operator.

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, overseeing work projects and for computer use. 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."