

## LAB TECHNICIAN – WASTEWATER TREATMENT PLANT (PART-TIME)

GENERAL STATEMENT OF DUTIES: To assist in the operation and maintenance of a water quality laboratory and related programs. To collect samples, perform routine lab procedures, report results, and clean and maintain the laboratory and related equipment.

SUPERVISION RECEIVED: Work is performed under the general direction of a chemist or an employee of higher grade.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect water, wastewater and sludge samples.
- Operate and maintain sampling and analytical equipment.
- Perform routine laboratory and field analysis.
- Accurately determine and report results.
- Compare results to appropriate standards and advise supervisor or designated personnel of any exceptions.
- Prepare standard solutions and reagents.
- Clean and maintain glassware, lab and portable equipment, lab and office space.

### OTHER DUTIES:

- Assist in data tabulation and report preparation.
- Assist in industrial pretreatment monitoring.
- Assist in the development and implementation of Quality Control/Quality Assurance procedures.
- Assist in the training of lesser skilled personnel in proper and safe sampling and procedures for lab and field analyses.
- Assist in special studies or programs such as river and storm water monitoring.

### DESIRED MINIMUM QUALIFICATION:

#### Education and Experience:

- Graduation from high school, or GED equivalent, with coursework in chemistry and related sciences.
- An equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- Knowledge of basic chemistry and laboratory terminology.
- Skill in operation of listed tools and equipment.
- Personal computer proficiency including work processing and spreadsheet skills.
- Ability to accurately perform mathematical calculations as required for analyses and reporting.
- Ability to communicate effectively, verbally and in writing, and to understand and carry out written and oral instructions.
- Ability to work effectively with fellow employees.
- Ability to work safely.

### SPECIAL REQUIREMENTS:

- Valid Michigan Driver's License.

### TOOLS AND EQUIPMENT USED:

- Motor vehicles, a variety of laboratory and field sampling and analytical equipment, personal computer, common hand and power tools, safety equipment.

### PHYSICAL DEMANDS:

- The physical demands described here 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 essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is required to walk, talk, hear, sit, climb, stoop, kneel, crouch, and smell.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus and the ability to distinguish colors.

### WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may be required to enter confined spaces and may occasionally be exposed to fumes or gases. The employee is frequently exposed to toxic or hazardous chemicals.
- The noise level in the work environment is occasionally moderately loud.

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