



## Laboratory Technician

### **DEFINITION**

Under direct supervision performs EPA and Standard Method analyses on water samples, provides support for laboratory operations and activities, sample receiving and data entry through LIMS (Laboratory Information Management System); assist field technicians with lake monitoring and treatments for algae control; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a technical support position which assists in daily functions of laboratory services, operations and activities. This class is distinguished from that of Chemist I in that the latter is capable of performing and interpreting the results of more complex variety of analyses and engaging in analytical research projects.

### **EXAMPLES OF DUTIES**

- Performs routine laboratory tests such as alkalinity, hardness, color, conductivity, pH, turbidity and other tests as necessary;
- Prepares chemical standards and solutions;
- Prepares samples for analysis;
- Clean, wash, and assemble laboratory glassware and apparatus;
- Performs quality control tests and record keeping;
- Assists in various water quality studies performing special sampling and testing;
- Compiles and records data on to worksheets; enters water quality data and results of analyses into the laboratory information management system (LIMS);
- Prepares and maintains accurate records, prepares memos, basic reports and documentation;
- Prepares samples for storage or transportation;
- Assist laboratory personnel in the treatment of district reservoirs from a small boat;
- Observes standard safety precautions related to the work and follows applicable safety rules and regulations.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge of:**

- Standard laboratory terminology and procedures
- Laboratory safety
- Basics of microbiological and chemical characteristics of water
- Standard tests for determining water quality
- Standard laboratory equipment and its use
- Basic statistical analysis
- Computer and software systems used to perform entry and retrieval of data

### **Ability to:**

- Perform standard laboratory tests in a reliable and precise manner
- Operate a computer for entry and retrieval of data
- Use mathematics involved in laboratory calculations
- Respond accurately and tactfully to inquiries from the general public and those contacted in the course of work
- Prepare and maintain accurate records and reports
- Evaluate the outcome of laboratory determinations in order to detect error or problems with analyses or samples

### **Training and Experience:**

Any of the combination of training and experience equivalent to:

- Graduation from college with major work in chemistry, biology, geology, environmental science, or other physical sciences (biochemistry, physics); or
- Two years of college having completed courses in chemistry, biology, geology, environmental science, or other physical sciences (biochemistry, physics), and one year of professional laboratory experience , water treatment, or a related field.

## **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.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109).

Depending upon assignment possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The skills, abilities, physical demands and work environment of this position:

- The employee stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and lifts and carries objects weighing up to 50 pounds at a height of four feet and carries a distance of up to 50 feet.
- Sits to enter and retrieve data from personal computers and terminals via keyboards, and is often performed while sitting up to three hours a day.
- Frequently operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously.
- Possess specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- The noise level in the work environment is usually quiet.
- Exposure to potentially hazardous laboratory chemicals, solvents, microbiological pathogens, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

**Established:** November 4, 2005

**Revised:** January 2024

**Approved by:** Human Resources Manager