

LABORATORY ANALYST

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for performing experienced professional work in the chemical and microbiological analyses of wastewater and reclaimed water at the wastewater treatment plant, advanced water treatment facility, as well as ASR and monitor wells. Analyses are performed to show compliance with regulatory requirements and verify the efficiency of the treatment process. Incumbent is responsible for informing plant personnel of needed changes to operations to adjust efficiency. This position works under the general supervision of the Laboratory Supervisor but is carried out with a high degree of independent judgment in accomplishing the work. This is a District safety-sensitive position in accordance with Arizona law.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Collects samples of groundwater, wastewater, and reclaimed water from locations utilizing appropriate sampling equipment and technique.
2. Performs physical, chemical, and microbiological testing of groundwater, wastewater and reclaimed water using instruments, apparatus, and approved laboratory procedures.
3. Provides analytical support of in-line wastewater treatment process, dissolved oxygen, pH, and nitrate probes with required quality control, calibration, maintenance, and documentation.
4. Maintains records of all laboratory testing in controlled logbooks and bench-sheets. Both electronically and hard copy.
5. Coordinates with Laboratory Supervisor and Wastewater Treatment Plant Operations Manager the reporting of analytical test results required by permit to the applicable regulatory agencies.
6. Performs data entry, calculation, and review of well operation data used in the production of ASR reports required by Arizona Department of Water Resources (ADWR) and the District Manager.
7. Monitors laboratory equipment, expiration checks of chemicals, reagents, and appropriate disposal of expired materials.
8. Performs special chemical and microbiological studies to evaluate and improve plant processes.
9. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of the principles of chemistry and microbiology.
3. Knowledge of approved scientific methodology, techniques, and compliance

4. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
5. Understanding of quality assurance/quality control principles and regulatory compliance.
6. Knowledge of handling hazardous laboratory material, use of appropriate safety equipment, and safety measures implemented when dealing with occupational hazards in a wastewater treatment plant.
7. Knowledge of the operation and care of specialized laboratory equipment.
8. Comprehend and make inferences from written material
9. Ability to work overtime as required.
10. Ability to perform a wide range of laboratory tests for wastewater and reclaimed water.
11. Ability to monitor and compare data for the purpose of determining compliance with required operating and safety standards.
12. Ability to work in a variety of environmental conditions with exposure to the elements.
13. The ability to enter data or information into a PC, or workstation terminal. Must be fluent in Excel spreadsheet formatting.
14. Ability to generate letters and technical reports in the English language. Writing must be concise, clearly organized, and have proper grammar, spelling and punctuation.
15. Ability to work safely without endangering self or others.
16. Ability to perform microscopic work for extended periods of time.
17. Ability to work with wastewater and the chemicals required to perform the laboratory analyses of wastewater and reclaimed water using only normal protective equipment.
18. Ability to work safely without endangering self or others.

REQUIRED TRAINING AND EXPERIENCE

This position requires a bachelor's degree in chemistry, or related field and three years of professional level experience in performing chemical analyses in the public health or chemical laboratory field. Other combinations of experience and education may be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of a District vehicles for business. The incumbent must possess a valid AZ driver's license with a good driving record.