

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: LABORATORY TECHNICIAN (Job Code 515).

GENERAL STATEMENT OF JOB

Under the direction of the Chief Chemist, performs routine to advanced technical laboratory work, requiring knowledge of simple sampling techniques to perform complex analytical tests typical for an environmental laboratory supporting Water/Wastewater Treatment Plants. Incumbent maintains the laboratory and ensures an adequate stock of supplies and equipment. Work is reviewed through observation and reports for adherence to established policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Prepares chemical and bacteriological media, specimens, reagents, and test solutions routinely used in laboratory.

Performs routine chemical and bacteriological analyses of samples collected for test such as alkalinity, ammonia, CBOD, chlorides, chlorine, fluoride, calcium, nitrates, pH, phosphates, sulfates, and dissolved oxygen.

Calculates results from testing performed and maintains records per established policies and procedures.

Cleans glassware, laboratory, and analytical equipment in accordance with the laboratory policies and procedures, and/or the pertinent regulatory requirements.

Calibrates, repairs, and maintains laboratory equipment.

Maintains supply inventories and equipment for laboratory.

Safely works with corrosive chemicals to obtain analytical results.

Provides signature validating weekly bacteria samples, monthly fluorides, quarterly chlorides, twice a year EPA, certification samples, and unknowns.

Maintains records for proper certification such as refrigerator and incubator temperatures, lab pure water control, media preparation, fluoride quality control, autoclave sterilization cycles, color, turbidity calibration, NELAC, pH, standardization, and dissolved oxygen.

Inputs data in the Laboratory Information Management System (LIMS) and reviews data recorded by other technicians.

Performs quality control testing, as needed, in accordance with the regulatory requirements.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or equivalent; supplemented by college coursework in chemistry and three (3) years' experience with water/wastewater sampling and analysis; or Associate of Science degree with one (1) year in laboratory work experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve walking, standing, bending, stooping, lifting and carrying objects of light to moderate weight (5 – 15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments, and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to water/wastewater chemical and biological aspects, and regulatory practices concerning such.

Intelligence: Requires the ability to draw valid conclusions from testing and monitoring processes. Requires the ability to apply common sense understanding to perform semi-repetitive tasks and to utilize principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for testing and inspection tasks and for record maintenance.

Manual Dexterity: Must have minimum levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in receiving information and instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laboratory methods, procedures and equipment.

Knowledge of facility and plant safety precautions and measures.

Skilled in the use of laboratory testing, monitoring, and recording equipment.

Ability to prepare simple reagents, solutions, and culture media.

Ability to calculate test results.

Ability to compile and maintain complete and accurate records.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with supervisor, fellow employees and other departments, position interacts with.

Ability to understand and follow oral and written instruction.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date