



# City of Woodland

## LABORATORY TECHNICIAN I/II

### **DEFINITION**

To collect and examine water, wastewater, stormwater and related materials. Performs a variety of standardized and complex tests and analysis of such samples. Maintains and calibrates laboratory equipment, prepares glassware, mixes reagents and media. Prepares reports, performs special studies, analyzes results and works with a variety of outside labs.

### **SUPERVISION RECEIVED AND EXERCISED**

#### **Laboratory Technician I**

This is the entry-level classification in the flexibly staffed Laboratory (Lab) Technician series. Positions at this level are distinguished from the Lab Technician II level by providing a narrower range of duties, usually of a less complex nature in the treatment plant laboratory. Incumbents learn and perform a variety of clearly defined duties involved with cleaning and maintaining laboratory material and equipment and performing routine testing and analysis in the laboratory. Laboratory Technician II provides lead supervision and training as needed to the Laboratory Technician I.

#### **Laboratory Technician II**

This is the journey level classification of Lab Technician series. Positions at this level are distinguished from the entry level by performing complex testing and analysis in the treatment plant laboratory. Incumbents are thoroughly familiar of defined duties involved with calibrating and maintaining sophisticated laboratory equipment. Provides lead direction to Lab Technician I in addition to performing NPDES required analyses in the laboratory and the more complex laboratory analysis. The Laboratory Analyst provides direct supervision.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

**Lab Technician I** - Collects and prepares water, wastewater, receiving waters and related samples for analysis. Conducts standard physical, chemical and biological analysis of such samples. Makes mathematical calculations and statistical analysis for test results. Prepares and maintains a variety of logs, records and reports related to the

work performed. Performs complex sampling techniques. Prepares lab supply and equipment order lists. Regular and consistent attendance.

**Lab Technician II** – All of the essential functions listed above and: Prepares standardized reagents and media used in laboratory analysis. Samples, schedules and ships samples to outside laboratories. Performs analysis on quality assurance samples for compliance with State Health Department to maintain laboratory certification. Participates in the laboratory quality assurance program by reviewing and verifying records and reports for the NPDES permit requirements. Schedules laboratory and maintenance work, ordering of materials, and maintains records as directed by the Environmental Plant Manager or designee. Ensure proper maintenance and repair work on all laboratory equipment.

### **OTHER JOB FUNCTIONS**

Cleans and prepares laboratory equipment and glassware. Maintains laboratory in a clean and orderly condition. Observes safe work methods, practices and precautions; uses appropriate safety devices and equipment in accordance to laboratory standard operating procedures. Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Lab Technician I:**

##### **Knowledge of:**

Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Hazardous chemicals associated with wastewater treatment. Chemistry and microbiology. Mathematics. Standard physical, chemical and biological properties of treated and polluted water, potable water and domestic wastewater. Methods and techniques used in standard quantitative laboratory analysis. Standard laboratory equipment and its use and care. Methods for preparation of standardized reagents and media. Methods of cleaning glassware and equipment used in laboratory analysis. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater facility. Basic principles and practices as they relate to wastewater treatment and related programs.

##### **Ability to:**

May provide functional work direction and training to lower level personnel. Wear and use SCBA units as regulated by Cal/OSHA. Prepare variety of basic reports and records. Operate and implement changes to the plant computer system. Communicate clearly and concisely, both orally and in writing. Perform standard physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Correctly analyze and interpret standard laboratory test results. Maintain accurate and complete laboratory records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Minimum Education and Experience:**

**Education:**

High School Diploma or equivalent supplemented by related college level coursework.

**Experience:**

One year of work experience in a laboratory or related position is desirable.

**License and Certificate:**

Required upon hire, possession of a current California Driver's license. Possession of a current California Water Environment Association Grade I Laboratory Analyst certificate within eighteen (18) months of appointment. Grade I Wastewater Treatment Plant Operator certificate is desirable.

**Lab Technician II**

In addition to the qualifications for Lab Technician I:

**Knowledge of:**

State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Principles of supervision and training.

**Ability to:**

Supervise and train assigned personnel. Work independently making appropriate decisions in critical situations. Perform complex physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Analyze and interpret complex laboratory test results. Prepare standardized reagents and media. Repair and calibrate instrumentation as related to the operation of the laboratory.

**Minimum Education and Experience:**

**Education:**

High School Diploma or equivalent is required. Completion of one year of related college level coursework is preferred.

**Experience:**

Two years of general laboratory experience is preferred.

**License and Certificate:**

Required upon hire, possession of all certifications required of the Laboratory Technician I and possession of a current California Water Environment Association Grade II Laboratory Analyst certificate within eighteen (18) months. Grade II Wastewater Treatment Plant Operator certificate is desirable.

**Council Action: June 20, 2006**