



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Public Works - Wastewater	DATE: December 2021
JOB TITLE: Lab Technician	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME 6	FLSA Exempt: No

PURPOSE OF POSITION: Perform environment laboratory analyses and reporting following mandated federal and state regulations and guidelines for the purpose of assessing, monitoring, and protecting the environment and public health.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Perform laboratory preparatory work and analysis following EPA and other methodologies employing various standard analytical techniques, including BOD, spectrophotometry, gravimetric, colorimetric, and other bench chemistry, microbiological techniques, and/or other basic analyses as appropriate.
2. Ensure that all assigned analyses are performed within required holding times and laboratory established turnaround times.
3. Perform technical laboratory sampling and testing to ensure compliance with various permits; collect, preserve, and transport field samples as assigned, following appropriate chain of custody requirements; conduct tests determining the presence and level of contaminants in samples.
4. Perform assigned analyses according to established QZ/QC requirements, including all documentation as required for compliance with appropriate regulations promulgated by EPA, state agencies, and other regulatory bodies/ calculate results generated in the process of laboratory analyses, evaluate against QA/QC standards, and report final data.
5. May assist in preparatory work for more advanced procedures.
6. As a team member, participate in implementation of updated and new protocols and procedures.
7. Maintain established departmental policies and procedures, quality improvement, safety, environmental, and infection control standards.
8. Operate necessary laboratory equipment and clean as necessary.

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9. Perform quality control checks on instruments and equipment, identify mechanical problems, and either perform the necessary adjustments or conduct maintenance.
10. Report results and maintain both written and computer records of all tests.
11. Request and order supplies as necessary to keep materials on hand at all times.
12. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, co-workers, and ancillary staff.
13. Attend evening meetings as required.
14. Perform other related duties as assigned or requested.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Possession of a high school diploma or equivalent including courses in Chemistry, Biology, or related field, AND
2. Two (2) years of experience as a laboratory technician performing quantitative analysis and testing, OR
3. Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently.

Licenses & Certificates:

1. Possess and maintain a valid Oregon operator driver license with acceptable driving record within 30 days of hire

DESIRABLE QUALIFICATIONS:

1. Previous experience with a City Public Works Department or Water/Wastewater Treatment Plant is desirable.
2. Possession of Oregon DEQ Grade III Wastewater Treatment System Operation certification is desirable.
3. Possession of higher-level certifications, education, and/or experience than those required is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Standard laboratory and sample collection practices and methodologies.
2. Principles of inorganic chemistry, organic chemistry, environment sciences, biology, mathematics, microbiology, and/or other related scientific fields.
3. Laboratory safety techniques.

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4. Standard computer programs and software used to perform data analyses.
5. Principles of laboratory ethics as applied to the production of valid analytical data.
6. Pertinent federal, state, and local laws, rules, and regulations.
7. Basic office administration and equipment, including computers and calculators

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine effectiveness and efficiency.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of Microsoft Office and applicable specialized software

Ability to:

1. Perform assigned laboratory analytical and production work and meet established QA/QC requirements; learn new laboratory techniques and procedures.
2. Evaluate and verify results obtained in the analytical process.
3. Work safely with hazardous substances.
4. Communicate effectively, both orally and in writing.
5. Establish and maintain effective working relationships with co-workers and those contacted within the course of work.
6. Work constructively as a team.
7. Utilize laboratory equipment and computers to conduct sample and data analysis.
8. Interpreting analytical data and evaluating results, sample collection.
9. Follow written and verbal instructions.
10. Implement City and department policies, procedures, rules, and regulations.
11. Organize work, set priorities, and meet multiple deadlines.
12. Enter data and retrieve information from various computer systems for necessary duties.
13. Operate a personal computer and other electronic equipment, including field entry devices and cellular phones.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Frequent sitting for long periods of time; occasional bending, stooping, kneeling, and crawling.
2. Frequent lifting up to 10 pounds, occasionally up to 50 pounds.
3. Constant use of overall vision; frequent reading and close-up work; occasional color and depth vision required.
4. Frequent use of keyboard; frequent repetitive motions; frequent writing; occasional grasping, pushing, pulling, reaching, and turning.
5. Frequent hearing and talking, in person and on the phone.

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- 6. Frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- 7. Occasional work in confined spaces.

WORKING CONDITIONS: Work is primarily performed in an indoor setting with frequent exposure to noise, odors, lab equipment, and hazardous chemicals; however, work frequently occurs outdoors with additional exposure to outdoor weather conditions, machinery, and environment substances.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the day-to-day guidance of the Wastewater Treatment Plant Supervisor and/or the Public Works Director.



Approved by City Manager

12/16/2021

December 2021