

City of Merced

Bargaining Unit: 02

FLSA: Covered

Position No.: 05305

LABORATORY TECHNICIAN I

DEFINITION

Under general supervision, performs a variety of technical chemical and biochemical analysis of water, raw and digested sludge, and similar material in accordance with guidelines and requirements established by the State of California and other agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the Wastewater Treatment Laboratory series. Learns and performs a variety of Water and Wastewater Treatment Plant laboratory chemical and biochemical tests. This class is distinguished from Laboratory Technician II by being an entry-level position that allows the incumbent to receive training to develop analytical abilities. This position must receive guidance and close supervision. Many of the work assignments of a Laboratory Technician I are performed in training and learning capacity.

REPORTS TO

Laboratory/Environmental Control Supervisor and Public Works Manager-Wastewater

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs qualitative and quantitative chemical and biochemical analysis of sewage, water, soil, or other materials, using standardized and predetermined methods; performs routine and specialized tests on raw and digested sludge

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES **(CONTINUED)**

and water, including volatile and suspended solids, volatile acids, alkalinity, chlorides, biochemical oxygen demand, coliform MPN, standard plate counts, and other tests; performs calculations in conducting tests and preparing reports; records test data and maintains on-going records regarding testing and analysis; regularly updates the overall records maintenance system and prepares reports required by other government agencies; carries out a quality control program and maintains quality control records; ensures adequate inventory of supplies and equipment, maintains the proper cleanliness of the laboratory and laboratory equipment.

TYPICAL PHYSICAL REQUIREMENTS

Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use a variety of laboratory testing equipment; use a computer, office equipment, and telephone.

TYPICAL WORKING CONDITIONS

Work is performed in a laboratory environment, occasionally may work outside; exposure to hazardous materials, gasses, and fumes; exposure to electrical current; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Practices, tools, equipment, and materials used in wastewater facility laboratory testing.

Laws, rules, regulations, and requirements governing laboratory operation, testing, and reporting.

Operation and care of a variety of laboratory equipment.

Principles and methods of quality control and assurance.

Preparation of chemical reagents and solutions.

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DESIRABLE QUALIFICATIONS CONTINUED

Knowledge of (continued):

Chemical and biochemical tests used at a wastewater treatment facility.
Safe work practices and procedures.
Principles of training.

Ability to:

Learn Laboratory Test Methods and Procedures.
Properly conduct chemical and biochemical tests.
Maintain quality control and assurance testing and standards.
Skillfully use a variety of laboratory equipment.
Read and interpret guidelines and directives governing laboratory operations, testing, and quality assurance.
Update and maintain data and records retention systems.
Apply technical knowledge of chemical and biochemical testing.
Assist with proper preparation of required laboratory reports.
Effectively represent the City and wastewater treatment facility in contacts with representatives of other government agencies.
Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Sufficient education, training and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by the completion of the requirements for graduation from an accredited college or university with coursework in biology, chemistry, microbiology or a related field and one year of laboratory experience or an equivalent combination of education and experience.

One (1) year of work experience performing a variety of chemical and biochemical testing and analysis.

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DESIRABLE QUALIFICATIONS CONTINUED

Special Requirements:

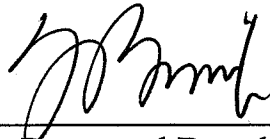
Possession of an appropriate California driver's license.

Possession of, or ability to obtain, CWEA certification as a Laboratory Analyst Grade I.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED _____



Chairperson, Personnel Board

DATE: May 9, 2005