

Central Marin Sanitation Agency
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San Rafael, CA 94901
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LABORATORY ANALYST

SUMMARY

Under general supervision of the Laboratory Director, assists in implementation of the Agency's Environmental Laboratory Program to ensure compliance with federal, state and local regulations. Under general supervision, obtains samples and performs standard physical, chemical, biological, and bacteriological tests of pretreatment, influent, effluent, wastewater, water, commercial, and sludge samples for process control and regulatory permit monitoring; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Collects samples from the treatment facility, and from pretreatment, commercial, collection system, and receiving water locations, and other sites as needed.
- Conducts chemical and biological analysis of environmental water samples by standard procedures including, but not limited to, the analysis of bacteriological, nitrogen compounds, phosphorous, solids, pH, alkalinity, COD, cBOD, BOD, chlorine residual, turbidity, and volatile acid.
- Operates pH meter, turbidity meter, analytical balances, and UV-VIS spectrophotometer.
- Maintains records of sampling, analysis procedures, and results.
- Prepares media, standardized solutions, and reagents.
- Performs general laboratory housekeeping including cleaning and maintaining laboratory equipment; and performs other related work as assigned or required.
- Prepares reports for regulatory agencies as assigned; and ensures timely submission of assigned reports.
- Conducts a variety of technical studies, evaluates results and alternatives, makes recommendations, and prepares written reports based on the data.
- Provides technical support on assessing and developing sampling programs and analytical techniques.
- Assists in the development and review of analytical and standard operating procedures and recommends corrective actions as appropriate.
- Enters data into and retrieves data from the laboratory information management system.
- Ensures work is performed in a safe manner consistent with Agency safety rules, policies, and procedures; recognizes, corrects, and reports safety hazards.
- Provides support to the Agency's Pollution Prevention and Pretreatment programs as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION

Possession of a four-year college degree with major emphasis in chemistry, biology, bacteriology, environmental studies, or a related field of study.

EXPERIENCE

One year of experience in any combination of the following: a laboratory technician/analyst in a wastewater or water treatment facility or analytical laboratory, or other related experience applicable to this position.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Agency management, staff, clients, customers, and the general public.

INTERPERSONAL SKILLS

Ability to interact with co-workers, supervisors, vendors, and members of the public in a professional manner; to accept constructive criticism from supervisors and co-workers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work on time and to work the scheduled hours.

MATHEMATICAL SKILLS

Ability to apply mathematical concepts that are commensurate with the requirements to obtain a California Water Environment Association (CWEA) Grade I or II certificate as noted below. Ability to apply mathematical operations related to algebra and statistical analysis as used within in a laboratory setting.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Grade I certificate as an Environmental Laboratory Analyst issued by the CWEA is preferred, and must obtain a Grade II within 18 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to regularly lift and/or move up to 20 pounds to the waist height and occasionally lift up to 40 pounds to head height. On rare occasions, the employee may be required to lift up to 100 pounds 9-inches off the ground.

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

Positions in this class shall be offered the Hepatitis B Vaccination.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Laboratory Analyst
Department: Technical Services
Reports To: Laboratory Director
FLSA Status: Non-Exempt
Revised Date: March 2018