

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LABORATORY TECHNICIAN II
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WATER TREATMENT PLANT SUPERINTENDENT

JOB CODE: 2431
DATE: 2/08

JOB SUMMARY:

Performs technical laboratory analyses and technical work involving the operations of water filtration treatment plant.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs total coliform testing and related activities; reports results as required.

Ensures that plant operators are proficient in general laboratory practices, process control test procedures, equipment use, calibration, and lab safety.

Maintains lab equipment; replaces old equipment in a timely manner.

Orders laboratory supplies from selected vendors using purchase orders; inspects supplies upon receipt, forwards packing slips to Accounts Payable, maintains laboratory records of purchase, and follows up with vendors in case of problems.

Tracks sampling schedules; monitors and reports requirements of the federal Safe Drinking Water Act; collects samples according to required schedules.

Organizes and maintains laboratory data as required.

Prepares analytical reagents, quality control standards, and microbiological media using standard laboratory instruments and glassware.

Trains co-workers in test procedures and laboratory equipment use and calibration.

Writes and maintains current standard operating procedures for compliance testing based on *Standard Methods* and the *EPA Methods Manual*; designs forms used for recording test results and other related data; organizes and stores laboratory records.

Resolves customer complaints and responds to requests for information regarding quality of municipal water supply; assists with answering incoming telephone calls.

Submits invoices to Accounts Receivable for total coliform testing performed on water supply of other municipal/county water systems.

Performs various chemical and microbiological analyses as needed for plant performance monitoring.

Performs quality assurance/control testing and record keeping required by Environmental Protection Agency for certification of laboratories that test drinking water samples; represents laboratory during annual site inspection; tabulates results of chemical and bacterial analyses for monthly Water Quality Testing Program.

Properly maintains laboratory equipment and cleans glassware; calibrates instruments, including dissolved oxygen meters, pH meters, and spectrophotometers; performs routine maintenance of laboratory equipment and instruments.

Coordinates the preparation and delivery of the annual consumer confidence report.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

pH Meters	Autoclave	Incubators	Water Distillation Apparatus
Secchi Disk	DO Meter	Computer	Spectrophotometers
Turbidimeter	Centrifuge	UV Sterilizer	Compound Microscope
Telephone	Photocopier	Vacuum Pump	Analytical Balance
Laboratory	Glassware	Drying Oven	Chemicals/Reagents
Conductance Meter			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school in Chemistry, Bacteriology, or Environmental Science; and,

Three years of experience in laboratory analysis relating to water treatment plant; or,

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: (License depends on area of assignment)

Current Grade II State of New Hampshire Water Treatment Plant Operators License

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern laboratory procedures for microbiological and chemical analysis and Universal Precautions.

Operation, maintenance, and process control of a water filtration plant.

City, state, and federal laws applicable to environmental health and sanitation.

Skill in:

Proper and safe use of modern laboratory equipment, instruments, and apparatus.

Analytical and mathematical practices.

Mental and Physical Abilities to:

Interpret results of chemical and bacterial laboratory analysis relating to water and/or wastewater plant effectiveness and efficiency.

Interpret, apply, and establish rules, regulations, policies, and procedures.

Follow both written and oral instructions.

Maintain effective working relationships with other departments, employees, and the general public.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Work with mathematical concepts such as probability and statistical inference.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or while intermittently sitting, standing, stooping, or walking.

Occasionally lifts heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Detect and characterize odors and tastes.

Working Conditions:

Work is performed in an office, laboratory, a water treatment plant, and the field.

The employee may be exposed to contagious or infectious diseases or irritating chemicals.

Work requires the use of protective equipment such as masks, lab coat, chemical resistant shoes, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.