

Beaver Water District

Job Description

Job Title: Laboratory Technician

Exempt: (Y/N): N
Date: September 2023

Department: Compliance
Reports To: Laboratory Supervisor

JOB SUMMARY

The Laboratory Technician is responsible for performing routine water quality control tasks. Work includes collecting and analyzing reservoir, watershed, process and treated water samples; running various tests on raw and finished water, requiring precision testing, monitoring laboratory equipment and inventory; mixing test solutions; and reporting water quality trends noted from test results. Work requires the exercise of considerable initiative and some independent judgment in planning and maintaining work schedules, conducting investigations and reporting findings concerning water quality problems. Rotation work required approximately every third (3) weekend, generally (2) two hours on Saturday and (2) two hours on Sunday.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Collects water samples from the watershed and water treatment facility for laboratory analysis or shipment to outside laboratories.
- Performs various laboratory analysis tests and records data related to both drinking water criteria and stream or lake criteria utilizing quality assurance and quality control techniques.
- Inventories laboratory supplies and reports needs to Laboratory Supervisor so that supplies will be obtained in a timely manner.
- Performs other duties as directed by immediate supervisor or designated management representative.
- Attendance must be punctual, reliable, and complete. Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- High school diploma required with successful completion of computer, mathematics, and general science courses.

EXPERIENCE:

- Two (2) years of prior analytical laboratory experience and training is preferred.
- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.

- Any equivalent combination of education, experience, and training that provides the desired knowledge, skills, and abilities will be evaluated.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in operating laboratory equipment, performing chemical analysis on samples and evaluating test results.
- Must have knowledge of applicable standard laboratory safety procedures and to recognize and report safety hazards in the workplace.
- Ability to establish and maintain effective work relationships with fellow employees, management, regulatory agencies, consultants, and the public.
- Ability to read, comprehend and successfully follow basic analytical laboratory instructions, standard operating procedures (SOPs), safety procedures, and related information.
- Ability to write, record and correspond; ability to communicate verbally and in writing with other laboratory and District staff, as well as communicate with other area public water system staff, customers, vendors, and related individuals.
- Ability to perform all required mathematical functions for position including basic mathematics and statistics for laboratory analyses and water treatment.
- Ability to perform all required reasoning, common sense understanding and problem-solving skills for position for all routine as well as some unexpected tasks and situations.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Must possess (or be able to obtain within 24 months) and maintain, as a condition of employment, Grade IV Water Treatment licenses, as issued by the Arkansas Department of Health.
- Must possess (or be able to obtain within 24 months) and maintain, as a condition of employment, Grade IV Distribution licenses, as issued by the Arkansas Department of Health.
- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled "Physical Demands of the Laboratory Technician Essential Job Functions" are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating,

maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, and working with and around hazardous materials, at heights, and in confined spaces. Promotes safety practices to others through encouragement and reminders. Follows all safety requirements. Reports unsafe conditions. Ensures system specific safety requirements are followed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the Laboratory Technician works in a laboratory and office environment. The Laboratory Technician occasionally performs fieldwork in area streams, rivers and lakes and is exposed to natural elements of the weather and the landscape. The Laboratory Technician occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The Laboratory Technician may be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock and is required to wear personal protective equipment where appropriate. The Laboratory Technician occasionally works in high, precarious places, may stand for extended periods of time during analysis and is often exposed to outside weather conditions.

The noise level in the work environment is usually moderate in a field setting, and moderately quiet in an office or laboratory environment.