

CENTRAL COAST WATER AUTHORITY
Laboratory Analyst/Technician

DEFINITION

Under direct supervision of the Senior Chemist, performs a variety of laboratory tests and procedures at the Polonio Pass Water Treatment Plant involving standard chemical and microbiological laboratory protocols. This includes collection of samples at the water treatment plant and the associated aqueducts. In addition, the Laboratory Analyst/Technician will conduct calibrations and routine maintenance of water quality instruments throughout the plant and distribution system.

SALARY RANGE - \$62,016 - \$75,659 per year (\$29.82 - \$36.27 per hour)

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Conduct routine, chemical, physical, and biological examinations of water and side stream samples.
2. Prepare, log, ship and record results for all tests and analyses sent to outside laboratories
3. Prepare equipment, samples, reagents media, and solutions for use in the laboratory.
4. Follow quality assurance/control programs, SOP's, and other written instructions.
5. Review SOP's and ensure they are compatible with Approved Standard Methods.
6. Input all lab results and QC data into the laboratory information management system.
7. Prepare all necessary reports in a timely manner and submit them to supervision for review.
8. Maintain inventory of chemicals and laboratory equipment.
9. Perform laboratory housekeeping activities including such tasks as glassware cleaning and sample bottle preparation.
10. Perform QC testing of new chemical reagents and media and record results in laboratory log books.
11. Conduct periodic field checks of the water quality instruments within the plant, as well as perform calibrations and simple maintenance following established protocols.
12. Assist the Senior Chemist in inspections conducted by the Environmental Laboratory Accreditation Program and conduct annual Performance Testing studies.
13. Meet with Senior Chemist, weekly to discuss work projects and set priorities.
14. Complete work tasks in compliance with applicable safety standards and CCWA safety policies. Satisfactorily pass quarterly safety testing.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

The minimum educational and experience requirements for this position shall be either:

1. Four years of related water treatment or qualifying laboratory experience and an AWWA Water Quality Analyst Grade 1 Certificate or
2. Equivalent college education and experience.

License Requirements:

1. Possession of a valid driver's class C license issued by the California Department of Motor Vehicles.
2. At a minimum, possession of an American Water Works Association Water Quality Analyst Grade I Certificate or the ability to acquire within one year of employment.

Knowledge of:

1. Basic laboratory procedures and good math skills (algebra or higher).
2. Computers and Microsoft Office (e.g., Excel, Word, Access, etc.)
3. Basic understanding of instrument calibration processes.
4. Basic understanding of the function and operation of calibration instruments.

Ability to:

1. Safely prepare reagents and media, assemble and operate test apparatus and equipment, collect samples and perform tests accurately and precisely.
2. Work independently.
3. Follow written and verbal instructions.
4. Utilize computer software including spreadsheet and word processing programs.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to physically perform the following:

1. See, talk, hear; use hands to finger handle or feel, and move around the laboratory.
2. The employee is occasionally required to stoop or bend while lifting items up to 50 pounds.
3. The employee may be required to drive a standard passenger vehicle or pick-up truck.

4. Specific vision abilities of this job include close vision and the ability to adjust focus and to recognize and differentiate colors including green and red.
5. Sit at a computer for extended periods of time, stand for extended periods of time, and drive a vehicle for extended periods of time

WORK ENVIRONMENT

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

1. The work place is a 43 MGD conventional water treatment plant located approximately 30 minutes east of the City of Paso Robles.
2. The laboratory is located within the main operations building of the plant and includes facilities common to other drinking water laboratories within a treatment plant setting. The noise level, in the work environment, is usually moderate.
3. The Laboratory Analyst/Technician will need to visit all portions of the plant and associated aqueducts for sampling and analysis tasks as well as tasks associated with water quality instrument calibration checks. This work may include walking, driving, climbing ladders and descending/ascending stairs.