

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: LABORATORY ASSISTANT

PAGE: 1

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Assists the Laboratory Technician and/or Treatment Plant Operator with the collection, testing, and analysis of septage, sewage, sludge, and final effluent to ensure that the treatment plant is operating within established parameters and permit limits; Communicates the results of tests to the Operation staff and/or the Septage Receiving Attendant, and performs general skilled and semi-skilled tasks as required. Reports to Operations Supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collect treatment process samples and transport the samples to the laboratory for analysis.
2. Properly and accurately complete and file Chain of Custody form for samples received at the laboratory.
3. Set up laboratory equipment and instrumentation required for compliance tests, research, or process control.
4. Prepare chemicals, bacteriological media, stains, reagents, and test solutions for use in performing laboratory analysis of samples.
5. Perform laboratory tests in compliance with standard procedures and the laboratory quality control, quality assurance (QC/QA) program.
6. Properly and accurately document the results of laboratory tests performed, and to report all non-compliance results to the Operations staff on a timely basis.
7. Clean maintain, and store instruments, equipment, reagents, and samples.
8. Maintain grooming standards to properly fit SCBA.
9. Use laboratory results to calculate the quantity of various polymers and/or chemicals that should be added to wastes for pretreatment purposes and the protection of the treatment system, and to communicate the necessary quantities of chemicals or polymers to the Septage Receiving Attendant or others as needed.
10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

Talk, hear, see, and smell.

Frequently stand, walk, climb stairs, climb ladders, balance, stoop, kneel, crouch, crawl, or lie down, and to operate equipment located in tight quarters.

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PAGE: 2

Learn and become proficient with computers and software used in the laboratory.
Assist the Operations and Maintenance departments with various analytical needs and routine assignments as assigned.
Use and operate Self contained breathing apparatus.
Maintain a clean and safe work area and adhere to all safety requirements.
Maintain an effective working relationship with other VVWRA employees.
Work regular part-time or full-time hours corresponding to one of the approved VVW RA alternate work schedules.
Work overtime if needed, including weekends and/or holidays.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Experience:

Must possess a minimum of a high school diploma or general education degree (GED), and possess and maintain in good standing a valid State of California Class C Driver's License. Skills in chemistry and/or laboratory procedures is desirable but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Typically performed indoors and occasionally outside in varied weather conditions; maybe frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals.

Physical: Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; to operate assigned equipment including SCBA.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.