

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: Laboratory Technician II

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*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

Tests and analyzes processes and final effluent to ensure that the plant is operating within established limits; communicates the results to the operations department for the Victor Valley Wastewater Reclamation Authority (VWRA).

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
2. Set up laboratory equipment and instrumentation required for tests, research or process control
3. Performs routine laboratory analyses, including atomic absorption (FAA, GFAA, cold vapor, gaseous hydride generation), sulfate, chlorine demand, oil and grease, nitrate, nitrite, ammonia, phosphate, fluoride, TKN, total phosphorus, process control topics
4. Performs microbiological testing (completed test, membrane filter technique), acute bioassay, total organic carbon
5. Assist in design/development of new methods and techniques of analysis
6. Calibrates, operates and maintains wastewater, laboratory equipment related to submit matter including field wastewater monitoring equipment
7. Document results of tests and analyzes and prepare data sheet
8. Communicate the results of those tests and analyzes to operations personnel
9. Complete basic lab reports
10. Advise and report daily observations on plant performance to the Operations Supervisor
11. Clean, maintain, and store instruments and equipment
12. Maintain a clean and safe work area, and adhere to all safety requirements
13. Maintain laboratory inventory and requisitions supplies

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14. Perform custodial duties in the laboratory
15. Learn and maintain proficiency in computer hardware and software utilized by VVWRA
16. Communicate effectively and establish and maintain effective working relationships with others

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.

Knowledge :

Knowledge of testing processes and procedures

Ability to:

Read and interpret documents such as safety rules, operating and laboratory instructions, and procedure manuals

Write routine reports and correspondence

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms

Talk, hear, see and smell

Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds

Work regular full-time hours corresponding to one of the approved VVWRA alternate work schedules.

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:

Employee must possess (at a minimum) a high school diploma or general education degree (GED), also desirable to have successfully completed college level coursework in biology, chemistry and/or microbiology. Must possess and maintain in good standing a valid Grade II Laboratory Analyst certificate as issued by the California Water Environment Association, and a valid State of California Class C driver's license.

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: Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles;

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occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high locations; work in confined spaces; and often work in a high noise environment

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.

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.