

CLASS TITLE: WATER LABORATORY ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for analytical work related to the preparation and analysis of water, wastewater, storm water, environmental samples and other related assigned duties.

ESSENTIAL TASKS:

- Conducts laboratory analysis of moderate to complex difficulty, involving inorganic, organic, instrumental and microbial analytical procedures
- Assists in special chemical and bacteriological studies
- Monitors and conducts work to assure all quality control procedures are in place and complied with
- Monitors inventory of equipment and chemical supplies and alerts supervisor when replacement is necessary
- Conducts daily analysis in compliance with safe laboratory practices and complies with the Chemical Hygiene Plan and Hazardous Communication Manual
- Assembles and operates laboratory instruments and equipment of moderate complexity
- Assures that laboratory equipment is calibrated, cleaned and maintained in proper working order
- Prepares and maintains chemical analysis records and compiles data for reports both written and verbal
- Properly receives and logs samples into the laboratory and assures that the samples are properly identified on chain of custody, properly preserved and distributed within the laboratory
- Safely disposes of water, wastewater, storm water and other environmental samples
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Completion of sixty (60) hours from an accredited college or university, including thirty (30) hours of coursework in chemistry, biology, microbiology, or a field relevant to the essential tasks listed in this job description and four (4) years of laboratory experience. Refer to the Laboratory Technician Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of laboratory equipment, terminology, and standard laboratory techniques and procedures; and knowledge of standard safety practices and procedures as related to the laboratory; Ability to perform a variety of analytical analyses involving inorganic, organic, microbiological, some instrumental analysis; ability to maintain accurate and legal records; ability to handle toxic, caustic, and acidic materials; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; may be subject to extended periods of standing and walking; reaching, balancing, bending, crawling, climbing, repetitive motions, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Driver License. Possession of an Oklahoma Department of Environmental Quality (ODEQ) Class "C" Laboratory License in both Water and Wastewater within twelve (12) months of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting and may be exposed to various hazardous chemicals, toxic fumes/vapors/odors, biohazards, high noises and voltages; may involve travel to various locations.

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Class Code: 3505

EEO Code: N-03

Pay Code: ST-31

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective Date: November 10, 2021