



Four Rivers

Sanitation Authority

INTERNAL & EXTERNAL POSTING

POSITION: LAB ANALYST I
PAY GRADE: 9 H
SALARY RANGE: \$21.56 to \$31.60 PER HOUR
FLSA: NON-EXEMPT/FULL TIME
UNION: TEAMSTERS LOCAL 325

POSTING DATES: JANUARY 11, 2022 UNTIL FILLED
(Applications will be reviewed beginning January 25, 2022)
All interested candidates must submit a completed Four Rivers application

This entry-level position is under general supervision and performs a variety of chemical, biological and bacteriological analyses on wastewater in various stages of treatment. This position ensures that wastewater treatment operations are supported by meeting environmental standards.

Some of the duties include:

- Maintains the highest level of integrity for all lab procedures, processes and records.
- Performs a variety of routine laboratory analysis on wastewater samples in accordance with written methods and Standard Operating Procedures (SOP's).
- Consistently demonstrates accuracy and proficiency in sampling, testing, tracking, analysis, quality control and reporting findings for solids, ammonia, BOD/CBOD, and all other types of mandated and complex tests.
- Strictly adheres to all SOP, policies and procedures as mandated by permit, local, state and federal codes, regulations and requirements as well as all chain-of-custody protocols.
- Follows chain-of-custody procedures and determines acceptability of samples for analysis; and organizes individual sample containers for orderly workflow throughout the testing process.
- Responsible for the set-up, testing, adjusting, calibrating, cleaning and maintaining laboratory equipment and apparatus.
- Adheres to all safety procedures, practices, and requirements.
- Provides superior internal and external customer service.
- Performs other duties as assigned by Management.

Requires knowledge of the principles and practical applications of chemistry and biology and some knowledge of analytical chemistry. Working knowledge of standard laboratory equipment and instruments, and their safe and effective use. Skill in following complex written and oral instructions, procedures, and guidelines.

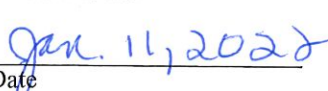
Physical abilities include frequent sitting, standing, walking, pulling, bending, moving and occasional lifting of equipment up to 50 pounds may be required; using hands and fingers to operate computers, office and laboratory equipment. Must have degree of manual dexterity enough to operate laboratory apparatus, and office equipment such as calculators, computers, printers, and telephones. May be required to drive to meetings or remote sites on occasion.

Successful applicant must have Bachelor's in science degree in Chemistry, Biochemistry or a closely related field; two (2) years of technical experience in performing chemical analyses in a laboratory; or any equivalent combination of training and experience.

Must possess a valid Driver's license at time of hire with a driving record suitable to Four Rivers.



Julia Scott-Valdez
Director of Management Services



Date

This notice is in conformity with Article 9 Section 9.6 of the Collective Bargaining Agreement (CBA) between Teamsters Local 325 and Four Rivers and shall be posted for five (5) business days.

LABORATORY ANALYST I

NATURE OF WORK

Serves the public by performing a variety of chemical, biological and bacteriological analyses on wastewater in various stages of treatment. Ensures that wastewater treatment operations are supported by meeting environmental standards.

GENERAL STATEMENT OF DUTIES

Primary responsibilities include accurately performing the full range of sampling, testing, tracking, analysis, quality control, equipment calibration and maintenance duties; identifying equipment, sampling and testing issues; accurately identifying and troubleshooting issues and taking appropriate corrective measures; adhering to strict prescribed guidelines, processes, permit requirements, and other State and Federal mandates and regulations; does related work as required. This is an entry level position in this class.

ESSENTIAL FUNCTIONS (Illustrative Only)

Maintains the highest level of integrity for all lab procedures, processes and records.

Performs a variety of routine laboratory analysis on wastewater samples in accordance with written methods and Standard Operating Procedures (SOP's).

Consistently demonstrates accuracy and proficiency in sampling, testing, tracking, analysis, quality control and reporting findings for solids, ammonia, BOD/CBOD, and all other types of mandated and complex tests.

Strictly adheres to all SOP, policies and procedures as mandated by permit, local, state and federal codes, regulations and requirements as well as all chain-of-custody protocols.

Follows chain-of-custody procedures and determines acceptability of samples for analysis; and organizes individual sample containers for orderly workflow throughout the testing process.

Prepares samples, solutions, cultures and specimens and ensures safe disposals of waste.

Responsible for the set-up, testing, adjusting, calibrating, cleaning and maintaining laboratory equipment and apparatus.

Maintains a variety of records and assists in the preparation of reports and summaries of test and research results.

Inputs data, validates input, and checks results via the automated database of laboratory tests.

Assists laboratory management in activities related to the National Environmental Laboratory Accreditation Program (NELAP).

Serves as a resource to other lab analysts in identifying and resolving issues.

Performs daily, routine cleaning of work area, equipment, washes sample bottles and laboratory glassware, and ensures the laboratory is left clean at the end of the workday.

Assists laboratory team as needed in more advanced analysis.

Adheres to all safety procedures, practices, and requirements.

Provides superior internal and external customer service.

Contributes to a positive work environment through respectful communication, active listening and support for the lab team's goals and objectives.

Performs other duties as assigned by Management.

SUPERVISION RECEIVED

Works under the general supervision of the Laboratory Manager and/or designee. Completed work is reviewed as needed for accuracy and timeliness and for overall results achieved.

SUPERVISION EXERCISED

Work is performed in a team environment which may require the need to act as a trainer for seasonal and contract workers.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an indoor laboratory setting. Work activities require frequent sitting, standing, walking, pulling, bending, moving and occasional lifting of equipment up to 50 pounds may be required; using hands and fingers to operate computers, office and laboratory equipment. Must have degree of manual dexterity enough to operate laboratory apparatus, and office equipment such as calculators, computers, printers, and telephones. May be required to drive to meetings or remote sites on occasion.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

Good knowledge of the principles and practical applications of chemistry and biology. Some knowledge of analytical chemistry.

Working knowledge of standard laboratory equipment and instruments, and their safe and effective use.

Working knowledge of analytical techniques.

Ability to demonstrate technical competence in tests methods.

Can perform mathematical calculations used in laboratory analysis.

Skill in following complex written and oral instructions, procedures, and guidelines.

Working skill in conducting chemical and related analyses of wastewater samples; in scheduling work effectively.

Ability to understand and enforce all safety practices and procedures as required by the work assignment.

Ability to prioritize analyses on a daily basis.

Working knowledge of MS Office, Laboratory Information Management Systems, and the operation of office equipment and machines and personal computers.

Must demonstrate excellent internal and external customer service skills.

Ability to maintain reasonable and customary attendance.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's in science degree in Chemistry, Biochemistry or a closely related field; two (2) years of technical experience in performing chemical analyses in a laboratory; or any equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid driver's license from the state of residence at the time of hire with a driving record suitable to Four Rivers Sanitation Authority.

I understand that my signature on this document affirms that I have reviewed my job description and agree that I can perform the duties and functions as defined in the job description.

Print Name

Sign Name