

SENIOR LABORATORY ANALYST

DEFINITION

To organize, assign, review and/or perform professional and technical duties related to water and wastewater, chemical, and bacteriological analyses and examinations requiring specialized knowledge; and to provide highly responsible professional support to assigned management.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the professional Laboratory Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical direction for the laboratory services program and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned professional staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of assigned staff or contracted outside laboratories performing water and wastewater, chemical, and bacteriological analyses and examinations in accordance with standard laboratory methods and procedures.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Perform a variety of routine chemical, physical and microbiological tests and analyses on water and wastewater samples to meet governmental and process control requirements; perform field sampling duties for water quality related programs; follow quality assurance/quality control program criteria and permit conditions; prepare standards and reagents; perform inspections, sampling, testing, and required reporting associated with any

required program.

Maintain sample chain of custody and ensure samples meet applicable preservation and hold time requirements.

Analyze samples in accordance with applicable regulations and permit conditions using acceptable methods; perform quality control testing; check that analyses meet applicable quality control conditions; calculate and record laboratory test results; assemble and enter and review data in database; analyze gathered data, interpret test results to operations personnel and recommends process changes to water and wastewater treatment plants to insure quality standards.

Assist with development of new analytical procedures; assist in reading, comprehending, and performing research on water quality related regulations, and assist in implementation of regulations concerning water quality testing programs, special investigations in wastewater, soils, bio-solids, process controls and other programs, as required, and makes recommendations as appropriate and ensure compliance with the same.

Maintain accurate records of calibrations and analytical procedures, maintenance activities, reagent preparation and quality control activities; maintain lab certification through ELAP; review and update standard operating procedures and quality control procedures and oversee annual proficiency testing.

Assist in preparation, organization, and completion of monthly, quarterly, and annual wastewater discharge and bio-solids reports.

Coordinate and work with outside consultants or other parties as required; coordinate schedule with outside labs for sample pick-up, delivery and sample analyses.

Calibrate, clean and maintain laboratory and field equipment; manage inventory of lab supplies; order supplies as directed.

Provide preliminary written reports on results, reviews data prepared by lower level staff, reviews literature on technical issues and prepare reports on special projects; confirm the accuracy and validity of data.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Chemical and microbiological laboratory techniques, materials and equipment, emphasizing those used in standard analysis of water.

Methods and procedures of water and wastewater treatment and testing.

Methods and procedures for standard lab practices, techniques, equipment and instrumentation and procedures.

Methods and procedures for sample collection and preservation, analytical procedures for water and wastewater.

Principles of organic and inorganic chemistry, microbiology and the physical sciences.

Water and wastewater regulations and requirements and quality control and quality assurance procedures.

Methods and procedures of laboratory safety.

Methods and procedures of mathematical computation.

Ability to:

Perform the most complex duties involving water and wastewater, chemical, and bacteriological analyses and examinations according to standard laboratory methods and procedures.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 40 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Coordinate laboratory activities and personally prepare, calibrate, standardize and operate a variety of laboratory and operations equipment and instruments in accordance with applicable requirements.

Safely prepare reagents, assemble and operate testing apparatus and equipment, collect drinking water, wastewater, and biosolids samples, perform tests accurately and precisely and interpret results.

Wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory program and Cal OSHA standards.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to the Laboratory Analyst with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in chemistry, biology, microbiology or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Laboratory Analyst Grade III certificate from the California Water Environment Association or a Water Quality Analyst Grade III certificate from the American Water Works Association.