

Class Code: E55 + E56
CITY OF ANAHEIM
Class Specification

Classification:
LABORATORY TECHNICIAN I/II

Definition: Under minimal supervision, to conduct water quality and physical analyses to ensure compliance with Federal and State regulations and respond to customer complaints.

Distinguishing Characteristics:

Laboratory Technician I: Positions in this classification perform an entry level of the Laboratory Technician job series. They include employees who have come specialized training or experience in water quality monitoring and analyses and will progress rather quickly toward performing the full range of duties of the Laboratory Technician II. Working under close supervision in a training mode, assignments are routine and repetitive in nature. Decisions are made within established procedural frameworks.

Laboratory Technician II: Positions in this classification perform at the journey level of the Laboratory Technician job series. They include employees who have substantial and directly related or prior occupational experience and perform the full range of duties assigned to the position. They work under moderate supervision with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results. This class is flexibly staffed and is normally filled by advancement from the I level or when filled from the outside, requires prior work experience.

Examples of Essential Job Functions:

Laboratory Technician I:

Under the immediate supervision and direction of higher level employees learns the functions of the Laboratory Technician II.

Collects water samples from designated locations and perform physical, chemical, and bacteriological analyses of drinking water.

Adjusts chemical feed rate dosages.

Maintains inventory of laboratory supplies and equipment.

Assists other laboratory personnel in routine work.

Maintains routine records and reports.

Performs routine water quality tests; records results and generates related reports and records.

Cleans glassware, plastic ware and other types of containers and analytical systems used in the laboratory. Performs general laboratory maintenance.

Performs sanitary surveys at designated locations.

Performs other job-related duties as required.

Laboratory Technician II:

Determines chemical constituents, bacteriological quality, and physical characteristics of water according to California water quality criteria.

Conducts all chemical and physical analyses described in "Standard Methods" and/or EPA manuals, as applicable to potable (domestic or drinking) water.

Prepares reagents, standards, and runs calibrations of analytical instruments.

Analyzes "reference samples" for certificability by California State Health Department.

Records, reorganizes, calculates, and assembles data for reports and public records.

Responds to routine and emergency situations involving mains (new or repaired), laterals and other water-handling distribution or storage facilities to ensure the portability of water before service is initiated or resumed.

Consults with consumers by telephone or at home regarding water quality concerns; takes action or supervises remedial steps.

Acts as section supervisor as needed.

Performs other job-related duties as required.

Minimum Requirements:

Laboratory Technician I:

Experience: Education training or experience in Chemistry, Microbiology, Biology or related field. Familiarity with water quality monitoring and laboratory operations.

Knowledge of: General laboratory practices and procedures; Federal and State water quality monitoring requirements; water sampling practices, techniques, and methods; water distribution equipment and facilities which supply and distribute potable domestic water; materials, tools and equipment used in water supply and distribution system; safe laboratory work practices.

Ability to: Learn to perform the journey-level skills required at the II level; read and understand meters, gauges, and instruments; use basic laboratory equipment; take water samples from designated locations; maintain pumps, meters, valves, and related water system equipment; maintain routine activity records and logs; operate a PC and related software; work effectively with others during the course of work; respond to the public in a tactful, courteous manner.

License and/or Certification Requirements: Possession of a valid California Driver's License in order to visit sites and take water samples. Grade III Water Treatment Operator Certificate, by the State of California is desirable.

Physical Requirements: Walk, stand and climb when conducting fieldwork. Exposure to chemicals used in the treatment and analysis of water samples.

Laboratory Technician II:

Experience: Journey level experience performing water analysis and water treatment practices supplemented by education in Chemistry, Microbiology, Biology or a related field.

Knowledge of: Applicable Federal and State laws, rules, and regulations; safe laboratory practices and procedures; principles of water chemistry; principles and methods of hydraulics; water distribution operations and system maintenance and repair; water treatment practices and methods; water testing and sampling techniques and methods; modern office procedures and methods.

Ability to: Conduct bacteriological analysis; prepare and maintain a variety of technical records and reports; interpret data and take action to comply with Federal and State regulations; conduct a variety of chemical tests using laboratory equipment; operate a PC and related software; communicate effectively, both orally and in writing; establish and maintain effective working relationships with the general public and a variety of individuals

License and/or Certification Requirements: Possession of a valid California Driver's License in order to visit sites and take water samples. A Grade III Water Treatment Operator Certificate, by the State of California is required.

Physical Requirements: Walk, stand and climb when conducting fieldwork. Exposure to chemicals used in the treatment and analysis of water samples.

Supervision Exercised: Laboratory Technician II's may provide training and lead supervision to Laboratory Technician I's, but do not hire, evaluate, or dismiss employees.

Supervision Received: Works under technical supervision of the Water Quality Supervisor or Senior Chemist who makes assignments and periodically reviews work in progress and completed work.

Career Ladder Information: Experience in the II level class supplemented by additional training may serve to meet minimum requirements for promotion to Chemist.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Former Job Class - Water Quality Analyst
New 10/1/85 - R. Andersen & Assoc.
Revised 9/90 - Ed Cruz/C. Harris
Revised 12/00 - V. Kilmurray
Unit of Representation - IBEW
Doc: CS1025