

JOB TITLE: Laboratory Analyst

WTP/9

DEPARTMENT: Water, Fayette County

JOB SUMMARY: This position is responsible for performing laboratory analyses of water samples.

MAJOR DUTIES:

- o Collects and analyzes water samples taken throughout the distribution system by performing standard chemical, bacteriological, algal, and physical examinations.
- o Collects and submits water samples to state and private laboratories for testing various parameters as required by EPA and EPD in compliance with NPDES permits.
- o Prepares sample analysis reports; logs results of all samples tested.
- o Analyzes industrial wastewater samples and reports results.
- o Documents and maintains accurate records for all laboratory functions.
- o Maintains and performs periodic quality control procedures and calibration on laboratory equipment, spectrophotometer, and turbidimeter to ensure accuracy and precision.
- o Performs ongoing monitoring of area streams for signs of contamination.
- o Determines chlorine demand on wells.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard laboratory principles, techniques, terminology, equipment and materials.
- o Knowledge of mathematics.
- o Knowledge of basic chemistry and biology.
- o Knowledge of water and wastewater treatment processes.
- o Skill in performing standard mathematical calculations such as ratios, unit conversions, and percentages.
- o Skill in operating lab equipment.

- o Skill in public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Laboratory Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include supervisory instructions, United States Environmental Protection Agency approved methods and regulations, Georgia EPD guidelines, and accepted practices and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related duties in laboratory analysis. Working with and mixing potentially hazardous chemicals contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to analyze water samples to ensure compliance with federal, state, and local standards. Successful performance helps ensure a safe water supply.

PERSONAL CONTACTS: Contacts are typically with co-workers, industry representatives and regulators, federal and state agency representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, and walking. The employee must occasionally lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed in a laboratory and outdoors, where the employee may be exposed to machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain state certification as a water or wastewater analyst as appropriate.