



Laboratory Technician

Job Specification
Classification: Competitive
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the second in the Laboratory Series and is responsible for performing all types of required analysis on water or wastewater supplies. Responsibilities may include obtaining samples as required; analyzing samples with applicable tests; completing required reports; making reagents and chemicals as needed; and maintaining laboratory equipment and supplies. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs operational activities in a water/wastewater treatment plant, which includes: monitoring sample collection for various tests and ensuring quality of water; setting chemical feeds; scheduling of tests and analyses; implementing and performing audits of new systems; keeping necessary records related to laboratory tests; and/or, performing other related activities.
- Performs laboratory activities, which includes: collecting samples from various points along the distribution and treatment system; analyzing, setting up, and recording laboratory samples; preparing chain of custody reports for the shipping of samples; inputting data related to various types of tests; setting up and retrieving data from monitoring device; assisting with the investigation of quality problems in the distribution system; and/or performing other related activities.
- Performs routine preventive maintenance and repair of equipment; calibrates equipment as needed and replaces filters, plates, or other testing supplies.
- Monitors inventory of media, broths, stocks, and supplies; makes orders for inventory as needed.
- Participates in administrative meetings and required educational trainings to update certificates; assists with training other employees as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic water/wastewater treatment plant operations;
- Federal, state, and local occupational health and safety regulations;
- Safe work practices;
- Chemical, bacteriological, fluoride, and other related water/wastewater testing practices and procedures;
- Water/wastewater treatment plant equipment operations.

Ability to:

- Perform basic laboratory analyses or examinations;
- Communicate clearly and concisely, orally and in writing;
- Maintain surface water/wastewater and membrane treatment equipment and machinery;
- Learn simple and complex water/wastewater treatment arithmetic calculations;
- Operate a computer and related software applications to record and track laboratory results;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Use applicable tools of the trade;
- Collect samples.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher which includes 8 credit hours in chemistry or microbiology and 1 year of related work experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma with 8 credit hours at a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees in chemistry or microbiology and 3 years of related work experience.

MINIMUM QUALIFICATIONS FOR PROMOTION:

Water Treatment Plant: 2 years experience in the position of Water Treatment Plant Operator or Water Treatment Plant Maintenance Mechanic or an equivalent combination of both titles **and** 8 credit hours in chemistry or microbiology at an accredited college or university.

Wastewater Treatment Plant: 3 years experience in the position of Industrial Pre-Treatment Laboratory Technician, Wastewater Treatment Plant Worker II or an equivalent combination in these titles.

Licensing requirements: Valid NYS Driver's license appropriate for vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT:

Wastewater Treatment Plant: Candidate must obtain 2A Operator's Certificate as issued by NYS DEC within 2 years of appointment. Certification must be maintained to continue employment.

Water Treatment Plant: Candidate must hold a IIA Operator's Certificate as issued by the NYS DOH. Certification must be maintained to continue employment. Candidate must obtain Environmental Laboratory Approval Program (ELAP) Certificate of Approval as a "Technical Director," as outlined in NYCRR 55-2, Title 10, which is administered by the NYS Department of Health, within 90 days of employment. Candidate will be responsible for meeting all requirements of NYCRR 55-2 with regard to oversight of the WTP laboratory as the "technical director", as well as meeting the requirements as the "quality assurance officer", as defined by NYCRR 55-2, Title 10.

Note: NYCRR stands for New York Codes, Rules and Regulations and receives statutory authority through the Public Health Law, Section 502.

Classification history:

Revised: 3/20/2012*

*Wastewater Treatment Plant Laboratory Technician combined with Laboratory Technician