Essential Personnel

DEPARTMENT:	**SUPERVISED BY:**	**FLSA STATUS:**
Administration	Regulatory Compliance Manager	Non-Exempt

JOB SUMMARY

The Laboratory Analyst is responsible for high-level technical and analytical work, including sample collection, preparation, and analysis of wastewater, industrial waste and biosolids. Provides technical data, reports, and other information accurately and on time to guide operational control of treatment processes and ensure compliance with local, state, and federal regulations and permits. Ensures all laboratory tests for N.P.D.E.S. permit requirements, industrial pretreatment program, and process control are performed as scheduled and in accordance with standard approved methods and procedures and are properly reported.

DISTINGUISHING FEATURES

The Laboratory Analyst is a professional journey-level classification and not part of a series. The position performs work that requires independent judgment and an advanced level of specialized technical knowledge and expertise with the ability to manage varied and complex laboratory analysis and duties. This position requires individuals to be skilled in laboratory sampling, preservation, and analysis, and to operate a variety of laboratory testing equipment. Reports testing results to plant operations staff for plant management and process control to ensure compliance with federal and state regulations regarding effluent, biosolids handling, and surface water management. Work products are reviewed for thoroughness, accuracy, and conformance to established testing standards, methods and procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent state and federal laws, regulations, and standards.
- Laboratory and sample collection and testing practices and methodologies, including EPA and standard methods.
- Mathematical and statistical analysis.
- Principles of chemistry, microbiology, biology, and physics.
- Principles and practices of quality assurance/quality control.
- Thorough understanding of wastewater treatment functions, operations, and process control procedures.
- Laboratory safety procedures including management of chemical and biological hazards.

Skill in:

- Performing complex and precise physical, chemical, and biological laboratory testing and analysis.
- Proper collection, storage, preservation, and handling of representative wastewater samples, in accordance with chain of custody requirements.
- Operation, calibration, and maintenance of laboratory equipment and analytical instrumentation.
- Interpreting and explaining laboratory methods, processes, and procedures.
- Understanding and interpreting regulatory and permit requirements.

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- Performing complex mathematical calculations, including statistical analysis, chemical calculations, and algebra.
- Analyzing problems, projecting consequences, and recommending logical courses of action
- Use of computers and software, including Laboratory Information Management Systems (LIMS), Microsoft Office suite of products, and other computer programs and software to analyze and present data, and generate and write reports.
- Analyzing data and presenting complex technical information accurately and in a clear and concise manner.
- Communicating effectively, both orally and in writing.
- Troubleshooting and documenting equipment malfunctions and sampling or sample processing errors.

Ability to:

- Recognize deviations from normal sampling and analysis conditions.
- Diagnose and correct problems with laboratory equipment and procedures.
- Take initiative and respond to out-of-character/anomalous events or observations.
- Pass all required health and safety training classes and apply those procedures and concepts to the work environment.
- Wear and properly use personal protective equipment and perform all work in a safe manner.
- Monitor and be aware of the working environment to ensure a secure and safe process for workers and the public.
- Understand and follow directions, effectively adjust to changing priorities, problem-solve, and multitask.
- Establish and maintain effective working relationships with other employees.
- Effectively communicate both formally and informally in person, in writing, and electronically with co-workers and the public.
- Work independently and as part of a team to plan, organize, schedule, and complete work assignments in an efficient manner.
- Develop, review, and update standard procedures, forms, and other documentation.
- Maintain accurate records in an organized manner in electronic and paper format.
- Identify and procure goods, materials and supplies following local and state guidelines, drafting product and material specifications, as needed.
- Maintain a professional and respectful working environment.
- Apply sound judgment and select and apply appropriate work guidelines and procedures.
- Provide task instruction and direction to coworkers in a professional manner.
- Safely operate a motor vehicle.
- Understand and follow directions, effectively adjust to changing priorities, problem-solve and multitask and be decisive in taking actions and making decisions.

Certifications and Licenses:

- Washington State Group III Wastewater Treatment Plant Operator's Certification or ability to obtain certification within 12 months of date of hire, preferred.
- Valid state-issued driver's license with a good driving record.

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EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that provides the knowledge, skills, and abilities to effectively perform the work. A typical way to acquire this includes:

- Associate degree in Chemistry, Biology, Environmental Science, or related field.
- Three years of relevant experience performing qualitative and quantitative testing and analysis of environmental samples, wastewater preferred.
- Work experience in an accredited or certified laboratory environment is preferred.
- Graduate-level coursework in chemistry, biology, microbiology, environmental science, or a closely related field may be substituted for one year of required work experience.

WORKING CONDITIONS

Work is typically performed indoors with regular work outdoors and in inclement weather conditions, which may occasionally include travel to remote facilities. Requires strength, agility and mobility for this setting and the ability and willingness to move about various sites, including stand, walk, climb, crawl, balance, stoop, kneel, twist and access facilities and work from ladders or scaffolding. Requires finger dexterity to operate instrumentation and equipment and the physical capability and mobility to safely navigate all types of surfaces and terrain and occasionally lift up to 50 pounds. May be assigned to work alone or with others. Potential exposure to a variety of health and safety conditions associated with a wastewater treatment plant and facilities, including toxic, corrosive, and combustible fumes and chemicals, hazardous atmospheres, high voltage equipment, and raw sewage. Requires corrected vision sufficient for use of computers, reading plans and documents, and reading gauges and equipment. Wearing and using personal protective equipment (PPE) will be required to perform certain tasks.

TYPICAL DUTIES & RESPONSIBILITIES

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

Testing and Analysis. Performs chemical, physical, and microbiological tests and analyses for all plant processes, waste stream flows, water, sediment, biosolids, industrial waste, and environmental samples within required timeframes. Develops sampling plans and collects, preserves, and splits samples for testing using digestion and/or chemical reagents; conducts complex laboratory tests using a wide variety of equipment to determine concentrations of a variety of physical, chemical, and biological constituents, including metals or other hazardous materials. Evaluates and interprets influent, effluent, and other process control data for adherence to data quality objectives. Operates, calibrates, and maintains a variety of analytical and laboratory instruments and equipment. Maintains accurate inventory of lab supplies and prepares, standardizes, and documents preparation of testing solutions. Researches, develops, and documents new and standard methodologies. Organizes and evaluates data using recognized statistical methods; Conducts difficult analyses where independent decisions for proper procedures may be required. Develop and implement quality assurance/quality control protocols. Conducts proficiency testing

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as required to demonstrate competency and maintain lab certification. Interprets lab data and determines appropriate process controls and corrective actions; verifies equipment calibration to ensure accuracy. Conduct field inspections and assessments. Troubleshoot and repair laboratory instruments and equipment.

Recording and Reporting Data. Accurately assembles test data, maintains data, reports, logs, files, manuals, and procedures in accordance with regulatory agency requirements; generates, prepares, and reviews facility operational reports for regulatory compliance, which are subsequently filed with state and federal water quality agencies in the time and manner required. Conduct plant process trend analyses based on test results and provide Operations staff with timely information and process adjustment recommendations. Maintains logs, files, and procedures in accordance with laboratory requirements. Performs data entry, container labeling, and documentation. Develops and maintains lab data, reporting and access computer systems.

Other Duties. Perform on-call duties, as assigned, and respond to calls after hours and on weekends. Ensure that all hazardous materials are stored, received, used, and disposed of in accordance with local, state, and federal plans and regulations. Ensure compliance with laboratory safety procedures; inspect the work area; and perform routine housekeeping to keep the laboratory safe, clean, and professional. Serve as a reference and provide technical assistance to other personnel, vendors, and consultants. Assist in negotiating and administering contracts with private laboratories or vendors. Follow District regulations, codes, policies, practices, and management directives. Follow occupational health and safety policies and procedures. Drive a vehicle and travel to assigned work locations, including but not limited to field visits to perform sampling and analysis. Demonstrate regular and reliable attendance and be dependable and punctual in reporting to work at the assigned facility or work location, as scheduled. Operate a variety of office equipment. Performs other duties as assigned.

RELATIONSHIP WITH OTHERS

The Laboratory Analyst has regular in-person contact with fellow laboratory staff, their Supervisor, the Wastewater Operations Manager, plant operators, other District employees, vendors, consultants, regulatory agencies, and other agency personnel. The position may also interact with customers and the public in person or by phone.

SUPERVISION

Exercised: No formal supervisory duties. Position occasionally trains other laboratory or plant staff on laboratory sampling and analysis duties and reviews work of others for accuracy and completeness.

Received: The Laboratory Analyst works under the guidance and supervision of the Regulatory Compliance Manager. The Wastewater Operations Manager and/or Government Affairs Administrator may also provide work directions in special cases and emergency situations. Review of work primarily occurs to ensure compliance with state and federal laboratory testing and permitting standards and to ensure timely completion of the work. Performance is evaluated at least annually through the performance appraisal process.

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SPECIAL REQUIREMENTS

- This position is designated as Essential Personnel and is required to report to work during emergency conditions and inclement weather events.
- Reside within 50 minutes reporting time to the District office or assigned reporting location within one year of date of hire.
- May be assigned and required to perform on-call duties, 24 hours a day, seven days a week, as needed.
- Pass all required safety training classes and apply those procedures to the work environment.
- Required to work after normal working hours, nights, holidays, and weekends, intermittently or on an emergency basis.
- Required to work the normal working hours as defined for the position and facility assigned.
- Maintain appropriate physical fitness to perform essential job functions.
- Final offer of employment is contingent upon successful completion of a reference check.