



## LABORATORY ANALYST

### PART-TIME, NON-EXEMPT

#### OVERVIEW

Under the direction of the Water and Waste-water Supervisor, the Lab Analyst (LA) performs technical and administrative work conducting mandatory sampling and analysis of water and waste water as well as daily work in the water and wastewater plants, distribution and collection lines, metering systems, and billing systems.

- Analysts should perform microbiological tests with minimal supervision and have at least a high school education. The analyst should also have training acceptable to USEPA Region 8 in microbiological analysis of drinking water and a minimum of 30 days of on-the-job training in drinking water microbiology under an experienced analyst. Analysts should take advantage of workshops and training programs that may be available from State regulatory agencies, professional societies, and manufacturers. Before analyzing compliance samples, the analyst should demonstrate acceptable results on unknown samples, known as an initial demonstration of capability (DOC).
- Wastewater plant maintenance and operation;
  - Assures wastewater facilities meet state and federal laws, rules and regulations and the state and federal required reports are submitted on a timely basis.
  - collection distribution, cross connection oversight; takes samples; keeps precise records and interprets results
  - oversees and participates in the preventive maintenance program for utility lines and water system and Waste-water plant
  - is on stand-by (or designates authority) to respond to emergencies at the Water Treatment Plant, Waste-water Treatment Plant, water lines, or other facilities
- Operates the water system;
  - Assures water facilities meet state and federal laws, rules and regulations and the state and federal required reports are submitted on a timely basis.
- Conducting preventive maintenance for the entire water and waste water systems.
- Conducting scheduled testing and preparing subsequent reports.
- Meter reading, meter installation and repair
- Responding to citizens.

#### TASKS

- Process and analyze water and wastewater samples according to EPA and Town of Pinedale laboratory requirements and industry best practices.
- Carefully document all laboratory activities to ensure legal defensibility of data produced.
- Maintain a clean and organized work environment.
- Maintain adequate stock of required laboratory supplies and reagents required for testing.
- Perform and document all laboratory maintenance, calibrations and checks required per laboratory Standard Operating Procedures and Quality Assurance Manual.
- Properly report sample results to appropriate Town personnel and regulatory agencies.

## DESIRED SKILLS AND EXPERIENCE

- The LA should have of experience directly related to water treatment procedures, facilities, and Waste-water procedures and facilities. Possession of a Level I Water, Level I Waste Water, and Level II Water Treatment Plant Operator Certification is mandatory within 180 days of assignment.

Other requirements desired include but are not limited to:

- Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection lines, pumping stations, metering, and other utility systems.
- Knowledge of mechanical, electrical, and electronic trades as applied to water and wastewater treatment facilities and their equipment maintenance and repair.
- Knowledge of the principles and practices of property management and fleet maintenance.
- General knowledge of engineering design principles and the ability to apply them to designated projects.
- Ability to supervise subordinates including effective leadership and setting a good example.
- The ability to assess and solve complex problems.
- The ability to stay calm under pressure and prioritize.
- The ability to interact professionally and successfully with the public and co-workers.
- Communicate clearly and concisely, both orally and in writing.

## ADDITIONAL INFORMATION

**The LA position requires continued communication and collaboration with numerous departments.** Coordinating meetings, sharing information, and working in a team are critical to the success of the Town. As with all employees of the Town of Pinedale, being flexible and willing to help in any area is a must. Additionally, decorum and appropriate conduct and attire will be demonstrated at all times as the LA is a representative of the Town. Participation in Town activities as well as volunteerism is encouraged.

## PHYSICAL REQUIREMENTS

Overall fitness to perform frequent climbing, walking, sitting, crouching or standing for long hours; ability to lift heavy items often times in excess of 50 lbs. Must be able and willing to take required vaccinations for Waste-water and water workers.

## WORK ENVIRONMENT

Endure extreme temperatures (-30 degrees F to +100 F); some outdoor travel in extreme weather conditions and sometimes darkness; may be near heavy machinery and equipment at construction sites. Additionally, work takes place on and around deep and rapid bodies of water and Waste-water lagoons. The LA will be required to work extra shifts, be on call, and work Holidays when workloads demand. When on call responses to calls must be made within 15 minutes.

I acknowledge that I have read this job description and requirements and certify that I can perform these functions.

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Laboratory Analyst

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Date