

BATESVILLE WATER UTILITIES

Position Description

POSITION TITLE: **Laboratory Technician Part Time**

Exempt (Y/N): No

DATE PREPARED: July, 2007

DEPARTMENT: Wastewater

SUPERVISOR: Laboratory Supervisor

SUMMARY

The incumbent is responsible for running and analyzing all laboratory tests; calculating and keeping accurate records of all test results; work with a variety of laboratory equipment; prepare monthly reports and industry surcharges; filing reports; cleaning laboratory areas as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Run and analyze all laboratory tests.
2. Calculate and keep accurate records of all laboratory test results.
3. Knowledge to use automatic and manual sampling devices and laboratory equipment.
4. Work with treated and untreated wastewater; work with hazardous laboratory chemicals, fumes, odors and dust.
5. Calibrate all lab equipment when needed.
6. Keep laboratory clean and clutter free.
7. Answering phone, direct incoming calls and taking messages when needed.
8. Perform other related duties as required or assigned.

RESPONSIBILITY FOR FUNDS, PROPERTY, EQUIPMENT, ETC.: \$5,000-\$150,000

SUPERVISION RESPONSIBILITIES

None.

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and seven (7) to eleven (11) months experience and/or training.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License.

INTERNAL COMMUNICATIONS

Regular contacts with the, Laboratory Supervisor, Superintendent, Operators, Cross Connection/Pretreatment Coordinator, Maintenance, Coordinator and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with businesses, vendors, citizens and outside representatives as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, general laboratory equipment and standard office equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to stand or walk; and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions.

The noise level in the work environment is usually moderate, but occasionally loud for short periods of time.