



City of Casa Grande

### Laboratory Technician

**GENERAL PURPOSE:** Under general supervision, performs laboratory tests on Water Reclamation Facility (WRF) samples and provides documentation to assure that the WRF operations meet state standards.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs analysis of sample tests of chemical and bacteriological media, reagents, and stains to determine presence of various compositions.
- Mixes reagents and prepares materials for analysis or tests.
- Maintains complete and accurate reports and records of analysis for compliance with local, state and Federal requirements and regulations.
- Informs WRF personnel of test results to make necessary adjustments to plant processes.
- Performs microscopic examinations and evaluations of effluent and sludge microorganisms.
- Performs quality control analysis and lab proficiency tests to assure compliance with state and Federal standards.
- Cleans, calibrates and maintains the WRF sampling and data collection equipment and instrumentation.
- Maintains inventory stock, including replacement sampling equipment, laboratory bottles and chemicals.
- Collects, prepares and delivers samples for testing as required
- Keeps records of instrument operation and sampling work performed.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
**LaboratoryTechnician.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associate's Degree in Environmental Science, Chemistry or related field, and one (1) year's computer experience; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of the practices, principles and techniques of bacteriology and chemistry.
- Knowledge of city, county, state and Federal laws and regulations regarding treatment of water/wastewater.
- Knowledge of use, operation, calibration, and maintenance of a variety of specialized laboratory equipment and monitoring systems.
- Knowledge of the principles of record keeping and records management.
  
- Skill in laboratory techniques, and in following approved methods and procedures.
- Skill in preparing analytical reports and interpreting test results.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Grade 2 Wastewater Treatment Plant Operator's certification from the Arizona Department of Environmental Quality.

**Physical Demands / Work Environment:** Standard office and laboratory environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*