

**METROPOLITAN WATER DISTRICT OF SALT LAKE & SANDY
JOB DESCRIPTION**

Position Title: Laboratory Technician
Date: March 8, 2018

FLSA Status: Non-Exempt

Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Laboratory Supervisor, performs various laboratory tests and tasks to ensure safe drinking water, conforming to State & Federal regulations requirements, is delivered to the public.

Essential Duties:

- Analyze samples in an accurate and timely manner for:
 - Water quality parameters, such as; pH, alkalinity, total hardness, calcium hardness, total dissolved solids, turbidity, total suspended solids, free and total chlorine residuals, temperature, odor, conductivity, and ultraviolet (UV)-254.
 - Bacteriological parameters, such as; total coliforms, E. coli and heterotrophic plate counts.
 - Perform other analytical and bacteriological tests as needed.
- Prepare broths.
- Prepare samples and standards as required by test methods.
- Collect untreated source water (raw), drinking water during intermediate stages of treatment, and finished drinking water samples, at varied District locations for compliance, treatment process evaluation, and research analyses.
- Ability to use a laboratory information & management system (LIMS) to log, track, record, and evaluate samples.
- Complete and pass blind water study and water pollution audits on a biannual basis to maintain a National Environmental Laboratory Accreditation Program Accreditation.
- Implement, maintain and/or follow as applicable:
 - Good Laboratory Procedures
 - Procedures described in the Laboratory's Quality Assurance Manual
 - Laboratory's Standard Operating Procedures (SOPs) for all laboratory analyses
 - Safety guidelines outlined in the Laboratory's Chemical Hygiene Plan
 - National Environmental Laboratory Accreditation Committee (NELAC) requirements
 - State of Utah Bureau of Laboratory Improvement guidelines for environmental laboratories
- Evaluate all testing to ensure that proper protocol is followed and that quality control requirements are met.
- Maintain a chemical database to follow seasonal chemical parameters.
- Update and maintain a chemical inventory.
- Advise the Laboratory Supervisor of analytical results, water quality concerns and/or problems.

- Write SOPs for analytical and bacteriological analyses.
- Provide support for other departments as appropriate.
- Complete requisitions for chemicals and materials as needed.

Marginal Duties:

- Provide support for the pilot plant.
- Attend meetings and trainings as necessary.
- Other duties as assigned.

Minimum Qualifications:

Education and Experience: Associates Degree with two years' experience in a laboratory.

Certification and Licensing: State of Utah Treatment certification with a minimum of Grade 4 level (pass within first year of hire). Valid Utah Driver's License. Must have 2-4 hours of Hazardous Chemicals in Laboratory training within first year in position or have had sufficient experience to objectively demonstrate competency in these areas (29 CFR 1910.1450 and Appendix A (Chemical Hygiene in Laboratories)).

Knowledge of: Requirements for a NELAP Accredited environmental laboratory including sampling procedures, sample preparation and preservation, proper handling of chain of custodies, quality assurance and quality control principles and practices, chemical disposal techniques, record keeping, data collection, data interpretation, and report preparation.

Ability to: Converse effectively with others in both written and oral communications; write reports, procedures, and other required documents; use Microsoft Word, Access, Outlook, Excel. Good writing skills are essential.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to: hear, grasp, reach with hands/arms, and perform repetitive wrist, hand, and/or finger movements.

Furthermore, the employee is frequently required to: drive, sit, talk, stand, and walk.

The employee must lift weight or exert force as follows

Frequently (40% to 70% of the time):	1 to 10 pounds
Occasionally (15% to 40% of the time):	11 to 25 pounds
Rarely (less than 15% of the time):	26 to 75 pounds

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less and three-dimensional vision (ability to judge distance and space relationships). Identify and distinguish colors and adjust the eye to bring an object into sharp focus.

Concentrated attention is usually required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions:

Frequently exposed to toxic or caustic chemicals. Occasionally the job requires exposure to outdoor weather conditions and bio-hazardous materials. Occasionally working near moving mechanicals parts. Rarely (less than 15%) required to wear a respirator, work in confined spaces or work in high, dangerous places. Moderate noise experienced daily in the work environment of this position. Frequent exposure to stress as a result of human behavior and the demands of the position.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Prepared by: Annalee Munday Date: 3/8/2018
Approved by: Nick Polino Date: 4/30/2018