

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Laboratory Analyst, Senior

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Director of Operations & Water Quality	FLSA STATUS: Exempt
SALARY RANGE:	31	
<p>CLASS SUMMARY: Incumbents are responsible for maintaining the laboratory state certification requirements, determining test procedures and updating laboratory methods. Duties include: maintaining lab quality control and quality assurance plans to include evaluation of programs and updating of plans; performing the evaluation studies to maintain lab certification; responsibility for the water quality analysis on recreational lakes; determining lakes to be treated; collecting water samples; analyzing water samples; providing courses of action as appropriate; ordering materials and supplies, maintaining laboratory equipment, maintaining laboratory logs, records and files; and, assigning and monitoring the work of the laboratory staff.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Laboratory Analyst, Senior is the second level of a two level laboratory analyst series. The Laboratory Analyst, Senior is distinguished from the Laboratory Analyst in that the Analyst Senior is responsible for managing the laboratory, maintaining required State lab certification and safety requirements, is designated as the Laboratory Director for the State Health Department and the monitoring the work of others.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Manages the laboratory to ensure State Certification to perform the necessary chemical, bacteriological and physical analysis of potable water, wastewater, surface water and recycled water for Padre Dam by planning, organizing, controlling and evaluating the work and needs of the laboratory.
2.	Serves as the laboratory's Quality Assurance Officer, maintaining the lab QA/QC Manual and directing the staff in performance evaluation studies required for lab certification.
3.	Serves as the laboratory's Chemical Hygiene Officer as well as monitoring the disposal of hazardous waste generated in the laboratory.
4.	Directs the work of the laboratory personnel by assigning tasks and providing technical advice. Evaluates staff performance; trains, motivates and implements discipline procedures.
5.	Compiles, records and manages laboratory data and records.
6.	Coordinates work of outside contractors for testing and special analyses.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Monitors the effects of new and changing federal, state and local regulations and implements changes to maintain compliance.
8.	Purchases, installs and commissions new testing equipment and analyses to meet the analytical and bacteriological needs of Padre Dam.
9.	Prepares the laboratory budget and monitors spending throughout the year.
10.	Performs chemical, physical and bacteriological analyses of wastewater, recycled, surface and potable waters in accordance with the regulatory requirements issues by the Department of Health Services and the California Water Resources Control Board.
11.	Maintains, calibrates, adjusts and repairs laboratory equipment; arranges for instrumentation repairs and/or annual certification provided by outside contractors.
12.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Applicable federal, state and local laws, rules and regulations;
- Principles of supervision, training and performance evaluation;
- Principles and procedures of record keeping;
- Physical, chemical and biological test procedures as it relates to water and wastewater testing;
- Principles and procedures of water recycling treatment;
- Theories and principles related to Chemistry, Mathematics and Microbiology;
- Laboratory safety procedures and hazardous waste disposal.

Skills (position requirements at entry):

- Assigning and prioritizing work;
- Maintaining laboratory certification;
- Collecting and testing samples;
- Analyzing test results;
- Preparing laboratory solutions;
- Using laboratory equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Ability to work independently and carry out assignments;
- Ability to supervise, direct and coordinate work of staff members;
- Ability to maintain records and files;
- Ability to establish and maintain effective work relationships.

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Training and Experience (position requirements at entry):

Bachelor's Degree in Biology, Microbiology, Chemistry or related field and three years experience in a water/wastewater laboratory; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Laboratory Analyst Grade II certification from the California Water Environment Association.

Physical Requirements:

Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, infectious materials, gases and chemicals.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 1/05