



JOB TITLE: Laboratory Analyst
DEPARTMENT: Treatment Operations
REPORTS TO: Treatment Operations Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is responsible for performing experienced professional work in the chemical and microbiological analyses of wastewater and reclaimed water at the wastewater treatment plant, advanced water treatment facility, as well as ASR and monitor wells. This position may act as the Laboratory Supervisor in their absence. Analyses are performed to show compliance with regulatory requirements and verify the efficiency of the treatment process. Incumbent is responsible for recommending needed changes to treatment operations to adjust efficiency. This position works under the general supervision of the Laboratory Supervisor but is carried out with a high degree of independent judgment in accomplishing the work. This is a District safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Collects samples of groundwater, wastewater, and reclaimed water from locations utilizing appropriate sampling equipment and technique.
- Performs physical, chemical, and microbiological testing of groundwater, wastewater and reclaimed water using instruments, apparatus, and approved laboratory procedures.
- Provides analytical support and calibration of on-line wastewater treatment process instrumentation such as: Dissolved oxygen, pH, nitrate probes, and other similar equipment with required quality control, maintenance, and documentation.
- Maintains records of all laboratory testing in controlled logbooks and bench-sheets. Both electronically and hard copy.
- Confers daily with Operations Staff to share results and interpretations of process control analytic results and recommendations.
- Confers with the Treatment Operations Manager and Laboratory Supervisor for recommended process adjustments to ensure treatment compliance with environmental permits and for operational efficiencies.
- Coordinates with Laboratory Supervisor and Treatment Operations Manager the reporting of analytical test results required by permit to the applicable regulatory agencies.
- Performs data entry, calculation, and review of well operation data used in the production of ASR reports required by Arizona Department of Water Resources (ADWR) and the District Manager.
- Monitors laboratory equipment, expiration checks of chemicals, reagents, and appropriate disposal of expired materials.
- Performs special chemical and microbiological studies to evaluate and improve plant processes.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of District policies and procedures.
- Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.

- Knowledge of the occupational hazards in wastewater treatment plants, their laboratories, and safety measures to be implemented.
- Knowledge of the operation and care of specialized laboratory equipment.
- Skill in laboratory techniques and following and adapting scientific methods and procedures.
- Ability to perform a wide range of laboratory tests for wastewater and reclaimed water.
- Ability to monitor and compare data for the purpose of determining compliance with required operating and safety standards.
- Comprehend and make inferences from written material.
- Ability to communicate both orally and in writing with co-workers and consultants.
- Ability to enter data or information into a PC, workstation terminal, or other keyboard device.
- Competence in utilizing Microsoft Office Products and Laboratory Information Management System (LIMS) for reporting and presentation purposes.
- Ability to utilize SCADA for interpretation of current and past operating conditions and parameters.
- Ability to generate letters and technical reports in the English language. Writing must be concise, clearly organized, and have proper grammar, spelling, and punctuation.
- Ability to work safely without endangering self or others.
- Ability to work with wastewater and the chemicals required to perform the laboratory analyses of wastewater and reclaimed water using only normal protective equipment.
- Ability to review the work product of others to ensure conformance with standards.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Ability to work cooperatively and professionally with all other District employees, vendors, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in a laboratory or office setting, with frequent work done in a plant or field environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to perform microscopic work for extended periods of time.
- Sufficient strength to lift objects up to 30 lbs.
- Sufficient body flexibility, mobility, stamina, and balance to perform sampling tasks which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling samples and sampling equipment, opening manhole or vault lids, and walking over uneven terrain.
- Ability to wear protective equipment as required, such as gloves, eye protection, hard hats, or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, sampling equipment, hand tools and computer. Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- High school diploma or GED equivalent.
- Minimum of one year of professional level experience in performing chemical and microbiological analyses in the public health or chemical laboratory field.
- Other combinations of experience and education will be considered.
- Preferred: Bachelor's degree in chemistry, microbiology, public health, or related field.
- Preferred: Wastewater Treatment Operator Certification from the Arizona Department of Environmental Quality.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.