

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Laboratory Technician  
CLASSIFICATION: Non-Exempt  
REPORTS TO: Water Quality Supervisor  
DATE: 05/14/2019

### **Definition**

Under general direction from the Water Quality Supervisor, acts as Principal Analyst of the water quality laboratory, performs a wide variety of technical laboratory and field analyses relative to water quality, collects samples in the lake, watershed, treatment plant and distribution system, assists with regulatory compliance and reporting, and performs other related work as required and assigned.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Specific duties include but are not limited to the following:

- Assists with monitoring to maintain compliance with State and Federal regulations.
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Responsible for collection and analyses of watershed and lake samples in accordance with standard procedures for the analysis of algae, H<sub>2</sub>S, manganese, dissolved oxygen and filtration profiles to help water treatment staff to maximize influent water quality in order to maintain compliance with State and Federal regulators.
- Assists with assessment of water quality regulatory changes, analyze data, public notification, recommendations regarding compliance, identification of water quality problems; respond to emerging public health issues.
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.

- Acts as Principal Analyst for CA-ELAP certified laboratory; assists with annual performance evaluation sample analyses and maintaining compliance with Environmental Laboratory Accreditation Program for laboratory certification.
- Performs quality assurance analyses as outlines in Casitas' "Quality Assurance Program for the Water Quality Laboratory" and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification.
- Maintains records and documentation required for lab certification including daily, monthly, quarterly, and annual logbooks (and more as required).
- Records and reports results of tests and analyses; maintains records of sampling and analysis procedures in accordance with regulatory requirements.
- Assists with the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- Assists with environmental programs related to water quality mandated by SWRCB and ensure compliance with program requirements; assists with preparation of applicable National Pollution Discharge Elimination System (NPDES) Reports.
- Assists with planning and coordinating outsourced laboratory analysis.
- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Maintains water quality in the distribution system through monitoring and flushing; including programming and maintenance of automatic flushing devices.
- Reports results of analyses to appropriate personnel as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted.
- Assists in maintenance of chemical and supply inventories, and preparation of requisitions for materials.
- Assists with Laboratory Safety Program.
- Responsible for maintaining emergency potable water supply to customers (water buffaloes).
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers.

## **Knowledge, Skills, and Abilities**

**Knowledge of:** The principles of water quality laboratory chemical, physical and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. An understanding of: water treatment processes and pressure filtration, limnology (the scientific study of fresh water), phytoplankton identification, and aquatic pesticides. **Skilled with:** word processing and spreadsheet programs such as Word and Excel, databases, email, tablet, MMS and use of the Internet. **The ability to:** learn and apply state and federal drinking water regulations; perform water analysis by standard methods; operate and maintain a variety of laboratory and field equipment related to water quality sampling and analyses; effectively interpret and analyze results; drive a boat and work in remote conditions; deal tactfully and effectively with the public and fellow employees and maintain good working relationships; follow oral and written instructions both for job functions and safety requirements of the District.

## **Education and Experience:**

A bachelor's degree from an accredited college or university is preferred with major course work in science such as environmental science, chemistry, biology, microbiology, sanitary, or public health plus two years laboratory or field experience. Training and experience substantially equivalent to a four-year degree can be substituted.

## **Certificates, Licenses, and Registrations:**

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year after date of employment.
- Grade I Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- Grade I Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver's license
- CPR/First Aid certificate

## **Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**Physical Requirements:**

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. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

**Working Conditions:**

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

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Employee Signature

Date