



JOB DESCRIPTION

LAB ANALYST

JOB TITLE	Lab Analyst
JOB LOCATION	747 Midvale Road, Sunnyside, WA
REPORTS TO	Senior Lab Analyst
SUPERVISES	None
HOURLY WAGE	\$22.29 - \$32.19 DOE
POSITION STATUS	Full-Time, Non-Exempt

POSITION OVERVIEW

The Lab Analyst position works in the Port's accredited laboratory alongside other lab staff, under the supervision of the Senior Lab Analyst, in the performance of wastewater testing, sampling and analysis of non-potable water and wastewater. The Lab Analyst is responsible for performing testing and analysis as required by the NPDES Permit and the parameters listed in each user's (Industries that discharge to the Port) permit in accordance with the governing agency's guidelines for test procedures, analysis and methods for the examination of water and wastewater.

ESSENTIAL JOB FUNCTIONS

- Responsibilities include complete and accurate analyses of water samples collected
- Store and test samples as required by permits and as stipulated in 40 CFR Part 136 or Standard Methods
- Keep accurate records for all testing; comply with all local, state and federal regulations as applicable and communicate with regulating agencies as needed
- Knowledge of the use of Microsoft Office Word, Microsoft Office Excel and Microsoft Office Access
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Laboratory practices and procedures
- Safety practices and procedures applicable to industrial wastewater facility maintenance and repair
- Local, State and Federal regulations and standards related to industrial wastewater facility operations and samples analyses
- Complete and pass Performance Evaluation Testing annually to maintain accreditation through Washington State Department of Ecology.
- Abide by Quality Control procedures; evaluate Method Detection Limits annually or as deemed necessary by Senior Lab Analyst
- Ability to manage time between various tasks and multi-task with efficiency
- Perform a variety of tests on samples using lab equipment which may include, but is not limited to spectrophotometer, incubator, digester, ovens, auto analyzer, reactors, and various meters
- Operate and maintain specialized equipment & instruments used in the samples, collecting, analyses and processing of samples, including but not limited to lab equipment, samplers, pumps, etc.
- Assist Senior Lab Analyst, Operations Manager and Operator in troubleshooting, as necessary, to identify and diagnose problems and potential problems
- Make Senior Lab Analyst, Operations Manager and appropriate operations staff team members aware of any items noted which may be relative to the efficiency of the system.
- Order and maintain running inventory of supplies, check in purchases, verify against packing list, and submit to Senior Lab Analyst for submittal to accounting for payment



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KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Assist in documenting project information, analyzing data, preparing routine reports and filing, as appropriate
- Ability to read and write in English

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- High School Diploma or GED; and
- Two (2) years of analytical laboratory experience; or
- Three (3) years of wastewater treatment plant laboratory operation or related work

LICENSES/CERTIFICATIONS

- Valid Washington State Driver's License

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Duties are primarily performed in a lab / office environment using lab equipment or computer, or outside in the field
- Must wear PPE as required
- Standing for long periods of time
- Travel to meetings in or out of town may be required
- Must be physically able to perform the essential functions of the job including, but not limited to, the ability to properly lift up to 50 pounds and walking long distances per day on uneven terrain
- Able to use and operate laboratory equipment used in samples analyses

The physical demands of the position described above are representative of the duties that may be required of the position at any time. The environmental characteristics described are representative of the conditions the employee may experience at any time during the performance of their duties.