

# JOB DESCRIPTION

## LAB ANALYST



### JOB OVERVIEW

<b>JOB TITLE</b>	LAB ANALYST		
<b>JOB LOCATION</b>	PORT INDUSTRIAL WASTEWATER TREATMENT FACILITY		
<b>REPORTS TO: NAME</b>	DELIA RAMOS	<b>SUPERVISES:</b>	None
<b>REPORTS TO: TITLE</b>	SENIOR LAB ANALYST	<b>SALARY:</b>	\$45,000 - \$65,000
<b>POSITION OVERVIEW</b>	The Lab Analyst perform analyses required by Port's NPDES Permit, and by Industries' permits, in accordance with 40 CFR Part 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants, or Standard Methods for the Examination of Water and Wastewater.		

### POSITION DETAILS

<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> EXEMPT	<input checked="" type="checkbox"/> NONEXEMPT
<b>ESSENTIAL JOB FUNCTIONS</b>	<p><b>THE FOLLOWING LIST REFLECTS THE ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THIS POSITION, BUT SHOULD NOT BE CONSIDERED ALL-INCLUSIVE. THE INCUMBENT WILL BE EXPECTED TO PERFORM OTHER RELATED DUTIES AS ASSIGNED.</b></p> <ul style="list-style-type: none"> <li>Responsibilities include, complete and accurate analyses of water samples collected.</li> <li>Store and test samples as required by permits and as stipulated in 40 CFR Part 136 or Standard Methods</li> <li>Keep accurate records for all testing; comply with all local, state and federal regulations as applicable and communicate with regulating agencies as needed.</li> <li>Knowledge of the use of Microsoft Office Word, Microsoft Office Excel and Microsoft Office Access.</li> </ul>		
<b>PREFERRED QUALIFICATIONS</b>	<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> <li>Laboratory practices and procedures.</li> <li>Safety practices and procedures applicable to industrial wastewater facility maintenance and repair.</li> <li>Safe and effective operating practices of equipment used in the laboratory.</li> <li>Local, State, Federal regulations and standards related to industrial wastewater facility operations and sample analyses.</li> </ul> <p><u>ABILITIES</u></p> <ul style="list-style-type: none"> <li>Complete and pass Performance Evaluation Testing annually to maintain accreditation through Washington State Department of Ecology.</li> <li>Abide by Quality Control procedures; evaluate Method Detection Limits annually or as deemed necessary by Senior Lab Analyst.</li> <li>Ability to manage time between various tasks, and multi-task with efficiency.</li> <li>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.</li> <li>Operate and maintain specialized equipment &amp; instruments used in the sampling, collecting, analysis and processing of samples, including but not limited to, lab equipment, samplers, pumps, etc.</li> <li>Assist Senior Lab Analyst, Operations Manager and Operator in troubleshooting, as necessary, to identify and diagnose problems and potential problems.</li> <li>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.</li> <li>Order and maintain a running inventory of supplies, check in purchases and verify against packing list, submit to Senior Lab Analyst for submittal to accounting for payment.</li> <li>Assist in documenting project information, analyzing data, preparing routine reports and filing, as appropriate.</li> </ul> <p><u>EDUCATION</u></p> <ul style="list-style-type: none"> <li>A Bachelor of Science degree in Chemistry, Biology, or Environmental Science required.</li> </ul> <p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> <li>Ability to read and write in English</li> <li>High School diploma or GED and Two years of analytical laboratory experience</li> <li>High School diploma or GED and Three years of wastewater treatment plant laboratory operation or related work.</li> <li>Possess a valid Washington State driver's license.</li> </ul>		

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WORKING CONDITIONS	THE PHYSICAL DEMANDS DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB. THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.		
	<ul style="list-style-type: none"><li>• Hours of operation are 8 - 4:30 M-F.</li><li>• Duties are primarily performed in a lab / office environment using lab equipment or computer, or outside in the field.</li><li>• Must wear PPE as required.</li><li>• Standing for long periods of time.</li><li>• Travel to meetings in or out of town may be required.</li><li>• 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 walk long distances per day on uneven terrain</li><li>• Able to use and operate laboratory equipment used in sample analyses.</li></ul>		
	POSITION FILLED		
	PERSON HIRED	DATE HIRED	
	REVIEWED BY: NAME & TITLE		
APPROVED BY: NAME & TITLE			
ADDITIONAL COMMENTS			