



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

JOB DESCRIPTION **Laboratory Analyst I**

SUMMARY

Under general supervision of the Regulatory Compliance Manager, assists in implementation of the Agency's Environmental Laboratory Program to ensure compliance with federal, state, and local regulations. Under general supervision, obtains samples and performs standard physical, chemical, biological, and bacteriological analyses for process control and regulatory permit monitoring; and performs related work including assisting with quality assurance as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

Sample Collection and Analysis

- Collects water and wastewater samples from various locations
- Conducts chemical and biological analysis of samples by standard procedures such as bacteriological, solids, pH, alkalinity, COD, cBOD, BOD, chlorine residual, turbidity, and volatile acids.
- Operates and maintains basic and sophisticated laboratory equipment such as pH meters, turbidity meters, analytical balances, and UV-VIS spectrophotometer.
- Performs general laboratory housekeeping including cleaning and maintaining laboratory equipment; and performs other related work as assigned.

Quality Assurance

- Reviews the Laboratory Quality Assurance Manual (QAM) annually and implements the quality assurance program requirements.
- Conducts regular Method Detection Limit (MDL) Studies, and Continuing Demonstration of Capability (CDOC).
- Communicates quality assurance concerns and exceedances, and documents required corrective and preventive action requirements.
- Regularly reviews Laboratory Information Management System (LIMS) data, and documents and communicates trends or exceedances.

Reporting and Documentation

- Participates in a variety of technical studies, evaluates results and alternatives, makes recommendations, and prepares written reports.
- Reviews and implements analytical and standard operating procedures and recommends corrective actions as appropriate.
- Inputs and maintains accurate data within LIMS.
- Enters, reviews, and maintains bench records for sampling, analysis procedures, and results.

- Prepares and conducts Quality Control on media, standardized solutions, and reagents, and microbiological, toxicity, and chemical preparation records and results.
- Provides technical support for assessing and developing sampling programs and analytical techniques.
- Orders laboratory supplies and documents receiving them in the LIMS and tracks associated budgets.
- Receives laboratory supply order requests, documents, and submits purchase orders and ordering information.

Safety

- Reviews and implements the Laboratory Chemical Hygiene Plan (CHP).
- Assists in maintaining the laboratory material safety data sheet (MSDS) records.
- Ensures work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.

Collaboration

- Collaborates with Agency departments on various Agency business items.
- Provides support to the Agency's Source Control programs.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Possession of a four-year college degree with major emphasis in chemistry, biology, microbiology, environmental studies, or a related field of study.

Experience

A minimum of one (1) year of experience in any combination of the following: a laboratory technician/analyst in a wastewater or water treatment facility or analytical laboratory, or other related experience applicable to this position.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Agency staff, customers, and the public.

Interpersonal Skills

Ability to interact with co-workers, supervisors, vendors, and members of the public in a professional manner; to accept constructive criticism from supervisors and co-workers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work related stress in a professional manner; to

prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work on time and to work the scheduled hours.

Mathematical Skills

Ability to apply mathematical concepts that are commensurate with the requirements to obtain a California Water Environment Association (CWEA) Grade II certificate as noted below. Ability to apply mathematical operations related to algebra and statistical analysis as used within in a laboratory setting.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Grade I certificate as a Laboratory Analyst issued by the CWEA is preferred at the time of hire and must obtain a Grade II within 18 months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet the Agency's insurer's driving standards.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to regularly lift and/or move up to 20 pounds to the waist height and occasionally lift 40 pounds to head height. On rare occasions, the employee may be required to lift a manhole cover (100 pounds) 9-inches off the ground. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

Positions in this class shall be offered the Hepatitis B vaccination.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Laboratory Analyst I
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revised Date: November 2020