

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Laboratory Analyst</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CA02</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Laboratory</u>

PRIMARY PURPOSE:

Performs professional chemical and bacteriological laboratory analyses and evaluation.

SUPERVISION:

Under the general supervision of the Laboratory Supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs routine and difficult chemical and physical analyses in accordance with prescribed standards and laboratory procedures.
2. Prepares solutions and other material used in laboratory analyses.
3. Analyzes, evaluates, and interprets test data to determine if samples tested fall within acceptable limits.
4. Utilizes and maintains instruments and equipment including, but not limited to: PH meter, dissolved oxygen meter, specific ion meter, spectrophotometers (ultra-violet & visible), analytical balance, total organic carbon analyzer, and may use atomic absorption spectrophotometer and gas chromatograph.
5. Maintains records of progress and production and prepares written reports as necessary including providing explanations of procedures and findings.
6. Travels to and collects samples from appropriate sources including holding tanks at both the Northwest and Southwest Treatment Plants as well as a variety of affected streams.
7. Orders and maintains an adequate inventory of supplies and chemicals necessary for laboratory analyses.
8. Provides expert testimony in a court of law as required.
9. Assists laboratory chemists as required.

IMPORTANT FUNCTIONS:

1. Conducts tours of the laboratory and treatment plant as necessary.
2. Monitors the work of less experienced laboratory personnel as required.
3. Performs biological analyses and evaluation.
4. Cleans laboratory premises as required.
5. Performs minor office administration tasks such as copying, faxing, etc. as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, procedures, and equipment involving chemical and bacteriological laboratory techniques and analysis.

Abilities

Conduct and interpret chemical and bacteriological tests according to prescribed methods and procedures; work safely with hazardous and/or toxic chemicals used in laboratory analyses; accurately maintain and interpret records of tests conducted; prepare written reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Chemistry; or a Bachelor's Degree in Biology, Microbiology, or a related area with a minor in Chemistry; plus one year of responsible laboratory experience. A Master's Degree may be substituted for the year of experience. Work experience may be substituted for the formal education requirement on a year-for-year basis. Experience must include chemical instrumentation and analytical procedures along with the operation and maintenance of laboratory equipment comparable to: PH meter, dissolved oxygen meter, specific ion meter, spectrophotometer (ultra-violet visible), analytical balance, and total organic carbon analyzer. Experience in the use of atomic absorption spectrophotometer, gas chromatograph, and microscope is desired.

Physical Requirements

Performs bending, squatting, kneeling, sorting, and reaching to both ground level and overhead; lifts and carries up to 50 pounds; pushes and pulls up to 50 pounds; must be able to hold and grip objects; may be subject to long periods of standing; must be able to distinguish colors relating to chemical and bacteriological test interpretations.

Working Environment

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions when traveling to and from sample collection sites; subject to chemical and toxic waste hazards as well as other safety hazards associated with testing and sampling treated wastewater; exposure to strong fumes and odors.

Licensing/Certification

Must be eligible to receive state or federal certification as a Laboratory Analyst, if applicable; must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4348
Comments:	Updated Abilities	Date: July 12, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____