

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Laboratory Technician</u>
Sch.& Grade	<u>PAT-4</u>
Class Code	<u>CA07</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Laboratory</u>

PRIMARY PURPOSE:

Performs routine bacteriological and chemical examinations and maintains cleanliness and neatness in the laboratory.

SUPERVISION:

Under direct supervision of the Chief, Environmental Laboratory.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs routine bacteriological and chemical examinations including raw milk and milk products for the milk and dairy section.
2. Interprets test results according to State laws and regulations.
3. Maintains routine records and makes simple reports.
4. Prepares and/or assists in the preparation of media, stains, and solutions used routinely in the laboratory.
5. Sterilizes culture media, solutions, reagents, and glassware used in examinations.
6. Cleans laboratory glassware, instruments and equipment.
7. Follows proper safety procedures related to processes and equipment.
8. Cleans laboratory premises as required.
9. Assists Microbiologist in routine laboratory analysis, as required.
10. Sterilizes and handles biohazardous material.

IMPORTANT FUNCTIONS:

1. Assists in laboratory analysis of food and water, as assigned.
2. Utilizes computer software applications.
3. 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, procedures and equipment necessary for laboratory analysis of milk and food products; safety principles related to laboratory equipment, chemical use and pathogenic bacteria.

Abilities

Perform bacteriological and chemical examinations on raw milk, milk products and other food products; maintain records and prepare reports; learn and appropriately apply State laws and regulations related to milk and milk products; interpret test results; make sound decisions within established guidelines and procedures; follow oral and written instructions; performs effectively as a member of the team in carrying out the city’s stated mission and philosophy; deal effectively and courteously with associates and the general public; performs the essential function 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

Typically requires two years of laboratory experience or directly related experience or a minimum of two years of college from an accredited college or university with a minimum of 12 hours in biology, chemistry or the natural sciences.

Physical Requirements

Lifts and carries up to 50 pounds; pushes and pulls up to 50 pounds; must possess ability to complete laboratory tests which typically involves holding and gripping objects such as pipettes, bottles, caps, glassware, etc.; bending, squatting, and kneeling; twisting and turning torso; reaching over head; and working in awkward positions; must be able to distinguish colors relating to milk test interpretations; must possess ability to shake dilution bottles 25 times within 7 seconds in 1 foot arc.

Working Environment

Primarily indoors with heating and cooling regulated; subject to chemical and hazardous materials as well as other safety hazards associated with testing and sampling milk, milk products and chemical reagents; may be exposed to biological hazards due to working in congested laboratory area.

Licensing/Certification

Must obtain provisional certification by the Missouri Department of Health within the probationary period; must obtain full certification within two years of appointment and maintain certification throughout appointment.

Miscellaneous Requirements

Must pass pre-employment drug testing.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: 1974

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:** _____