

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Part Time Environmental Laboratory Technician
DEPARTMENT: Public Works
DIVISION: Utilities
REPORTS TO: Environmental Coordinator
FLSA STATUS: Non-Exempt

SUMMARY: The Part Time Environmental Laboratory Technician will assist with and perform laboratory analysis and collection of water and wastewater samples adhering to laboratory Quality Control, and Quality Assurance procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performing analysis of water and wastewater samples according to laboratory standard operating procedures (SOP's), Standard Methods and EPA guidelines
2. Responsible for following quality assurance/quality control (QA/QC) procedures for collection and analysis of samples to include maintaining accurate sample records, equipment maintenance, and calibration logs
3. Assist in evaluation of water quality data by performing basic analytical calculations and statistical analysis
4. Perform routine maintenance of laboratory equipment and document activities within the laboratory.
5. Other duties may be assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include the following: Knowledge of basic scientific procedures, general laboratory techniques, basic statistics, and computer operation. Skill/Ability to operate general and sophisticated laboratory equipment; maintain accurate laboratory records and notebooks; Ability to obtain certification by the Maryland Department of Health and Mental Hygiene in the collection and analysis of Microbiological Drinking Water Methods through proficiency evaluations; Be familiar with and be able to perform or be trained in the following types of analysis – Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Kjeldahl Nitrogen (TKN), Microbiological analysis, nutrient analysis, titrations and gravimetric analysis.

EDUCATION and/or EXPERIENCE:

- ❖ Associate's degree (A.A.) in chemistry, biology or related field
- ❖ Six months to one year related experience and/or training; or equivalent combination of education and experience, which provides the required knowledge qualifications.

LANGUAGE SKILLS:

This position requires language skills sufficient to communicate effectively with supervisors, co-workers and clients. Ability to read and interpret documents such as procedure manuals, safety rules, operating and maintenance instructions.

MATHEMATICAL SKILLS:

This position requires the ability to add, subtract multiply, and divide. Ability to work with mathematical concepts such as percentages, analysis of variance, dilution factors, and correlation techniques.

REASONING ABILITY:

This position requires the ability to solve practical and analytical problems and deal with a variety of technical instructions provided by Standard Methods, EPA, laboratory SOP's, and/or laboratory director.

CERTIFICATES, LICENSES, REGISTRATIONS:

- ❖ Valid Driver's License
- ❖ Ability to obtain a Maryland Department of Health and Mental Hygiene certification for sampling and analysis of microbiological contaminants in drinking water through proficiency evaluations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing the essential duties of this position it will be required to regularly stand, walk, talk, listen, and communicate with others. The position requires the handling of laboratory glassware, chemicals, apparatus and instruments. Lifting up to 50 pounds may be required.

WORK ENVIRONMENT:

The work environment is an environmental testing laboratory environment most of the time. This includes close proximity to toxic or caustic chemicals, fumes, high temperature equipment and wastewater samples. The laboratory is an indoor climate controlled setting with moderate noise exposure from office equipment and light foot traffic.