

Waste Water Laboratory Technician

Town of Bernalillo, NM

Recruitment Period March 31, 2021 - April 16, 2021

Reports to: Public Works Director

Department: Wastewater

Hourly Wage: \$17.55

Job Status: Full time/Permanent

FLSA Status: Non-Exempt

Job Description:

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

Position Summary:

Provide technical support and assistance to assigned Town of Bernalillo Wastewater laboratory, including monitoring and maintaining equipment, inventory control, maintaining files and records, data management and reporting and other related tasks.

Minimum Education and Experience Requirements

High School Diploma or GED, supplemented by one (1) year of college course work to include successful completion of a lab science course in Chemistry, Biology, Physical Sciences or a related field, plus three (3) years' experience in a laboratory environment.

Experience such as described in the job description may substitute for education on a year for year basis.

Supervision Received/Exercised:

- Receive supervision from higher level supervisory or management staff

Essential Functions:

1. Perform the duties of sample management to include: sample log in; sample tracking, maintenance of chain of custody, and generation of workload, hold time, backlog and ad hoc reports. Preserve and process samples in accordance with procedural requirements. Receive and preserve laboratory samples/solutions as per regulations/procedures.
2. May assist laboratory staff in preparation of solutions for in support of laboratory testing, including assembly of materials, printing of labels, preparation of containers and preparation of reagents.
3. Maintain a clean and sterile work environment, which includes the sterilization of laboratory materials/containers.
4. Monitor the operational and calibration status of laboratory support equipment, including temperature devices and safety equipment. Maintain records in accordance with requirements and files for laboratory support equipment including temperature devices and safety equipment.
5. Responsible in interpreting and analyzing lab test results. Prepare and submit reports. Enter lab data in log and/or computer. Maintaining quality system records. Provide data entry, data compilation, and data reporting support for analytical services and laboratory operations.
6. Maintain assigned inventories and support procurement and management of laboratory consumables. Order and receive laboratory supplies. Maintain laboratory inventory.
7. Prepare sample collection kits appropriate for collection of specified field samples, in accordance with documented regulatory and laboratory requirements.
8. Responsible in preparation, review and revision of documentation regarding laboratory practices.

9. Maintain a safe work environment and consistently demonstrate safe work behaviors.
10. Attend and participate in professional group meetings. Stay abreast of new trends.
11. Perform related duties and responsibilities as required.

Knowledge, Skills and Abilities:

- Basic principles and practices of Chemistry
- Basic principles and practices of Biology
- Basic methods and techniques of laboratory testing and analysis sample
- Management and good laboratory practices
- Occupational hazards and standard safety precautions as related to laboratory testing
- Principles and procedures of record keeping
- Basic report preparation
- Data entry and data reporting practices
- Laboratory procedures
- Learn pertinent Federal, State and local codes, laws and regulations
- Utilize and maintain a variety of laboratory testing tools and equipment
- Learn and adhere to established laboratory testing procedures
- Maintain accurate records, logs, and inventory of laboratory tests samples, results, supplies and equipment
- Communicate clearly and concisely, both orally and in writing
- Proficiently use Microsoft Office applications
- Proficiently use the laboratory information management system for assigned sample management and data reporting functions
- Establish and maintain effective working relationships with those contacted in the course of work

Working Conditions:

- May work at, be located at or required to travel to Water/Wastewater Treatment Plants, laboratory, warehouse or vehicle shop and sites may be under construction. Office/Field work may include travel from site to site and exposure to computer screens/cell phone. May be exposed to heat, cold, inclement weather, noise, dust, grease, smoke, fumes, potentially hazardous chemicals, bloodborne pathogens, gasses or biohazards, electrical and radiant energy. May work in or with water on slippery or uneven surfaces; work in or inspect confined spaces; with machinery, heavy equipment or other moving objects; around or in wells, reservoirs, pits, manholes and/or heavy traffic; at heights on ladders and/or scaffolding. Possible exposure to insects, pets and other animals; hypodermic needles; electrical, pneumatic and hydraulic energy, voltages up to 12,470V.
- Depending on job tasks and location: Respiratory, hearing, and eye protection; hard hat, safety shoes, appropriate gloves, laboratory coat, other safety equipment and/or uniform required.
- May be required to work overtime, standby, call back and weekends

Physical Requirements:

- Effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Light lifting and carrying 10 – 25 pounds
- Walking, standing or sitting for prolonged periods of time
- Extensive use of telephone, radio or other communication devices
- Extensive use of computer keyboard, tablet or other electronic device
- Reaching forward or above the head and shoulders
- Repeating the same hand, arm or finger motion
- Bending or twisting at the neck and trunk
- Squatting, stooping, kneeling, and crouching

Conditions of Employment:

- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Must pass a pre-employment drug screening test
- Must pass criminal background investigation

Additional Requirements:

- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

If interested, please submit your application:

Town of Bernalillo
Human Resources Department
c/o Maria Santillan
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email:

jobs@townofbernalillo.org

Or by fax: 505-771-8626