



Laboratory Assistant

Purpose of the role:

Under supervision, assists in performing routine laboratory tests; operates laboratory equipment and supplies; picks up and cleans laboratory samples, supplies, and equipment; and performs related duties as assigned.

Distinguishing Characteristics:

This is a support position responsible for assisting the laboratory staff. It can be distinguished from the higher classification of Laboratory Chemist by that classification's responsibility for independently performing laboratory tests.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs routine laboratory tests and analyses, including pH analyses.
- Participates in the collection of outside samples; sets-up and reads samples; assists in performing related tests.
- Monitors receiving water and assists in performing site analysis and limited physical, chemical, and bacteriological analysis.
- Operates a variety of laboratory equipment and supplies in a safe and efficient manner.
- Assists laboratory staff by picking up and cleaning laboratory samples, by picking up, collecting and cleaning laboratory samples both on-site and off-site, and dropping off samples at outside labs for analysis.
- Cleans and maintains laboratory equipment and glassware; washes test tubes, dishes and other materials; maintains ISCO samplers.
- Prepares and maintains sufficient testing media; enters information into the computer; generates necessary reports.
- Performs related duties as required

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:**Desired Minimum Qualifications:**

- Chemical incompatibilities.
- Commonly used laboratory equipment and supplies.
- Methods used in cleaning laboratory glassware.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Learn to perform laboratory tests and analyses.
- Learn and adhere to laboratory standards, policies and procedures.
- Maintain laboratory equipment and supplies.
- Learn to keep accurate reports and prepare reports using standard office and computer equipment.
- Learn to use industry and office software applications.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Accountable
- Problem Solver and Decision Maker
- Ethical
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

**Education and
Experience
Guidelines:**

Experience:

Some laboratory experience is desirable

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work indoors and outdoors in all weather conditions; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and making repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; work with or around water or wastewater; work on slippery surfaces.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: