

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF148 Lab Services Water Quality Analyst
POSITION #/TITLE: 0668, 0680, 0756, 0865, 1657, 2120, 3330 Lab Services Water Quality Analyst	Adopted: 11-07
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Utilities/Laboratory Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 2456/NB380/Utilities Lab Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: General Knowledge Test, Skills Test
Personal Protective Equipment: Eye, Face, Hand, Foot, Protective Clothing, Gas Detection	

General Statement of Duties

Provides environmental monitoring and analytical services to sustain the continuity of water quality programs at the wastewater and drinking water treatment facilities.

Distinguishing Features of the Class

Work is performed under general supervision, with the ability to exercise discretion in selection of work method and schedule.

Examples of Essential Work (Illustrative Only)

Participates in sampling program assignments which consists of manual collection of samples from specified point sources and samples delivery to the designated laboratory for processing;
 Performs a variety of analytical determinations, physical measurements and bacteriological assays;
 Utilizes laboratory instrumentation and other equipment as related to work assignments;
 Calibrates and maintains on-line process analyzers;
 Prepares chemical reagents/standards and bacteriological media;
 Keeps and maintains work records pertaining to respective assignments and related QA/QC protocols;
 Enters daily data pertaining to work assignments into the Laboratory Information Management System (LIMS);
 Performs peer review of fellow analyst analytical data output;
 Participates in training and cross training activities and related practices;
 Communicates shortages of laboratory supplies to the Laboratory Services Manager;
 Documents and reports to the Laboratory Services Manager unusual problems and/or safety issues encountered on any work;
 Performs housekeeping tasks as assigned;
 Adheres to work schedule, assignments and analytical procedures and related protocols;
 Performs all work duties and activities in accordance with City policies and follow established rules and regulations;

Adheres to prescribed safety practices, wears and properly uses safety equipment including personal protective and gas detection equipment;
Participates in staff meetings and training sessions;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of basic chemical, physical and biological principles with emphasis on analytical procedures applicable to the measurements of wastewater and drinking water parameters;
Knowledge of laboratory safety procedures, proper use of safety equipment, right to know laws, CPR, and First Aid;
Skill in mathematical and basic statistical computations relevant to analytical data generation and evaluation practices;
Skill in the use of operation of standard laboratory equipment such as: analytical balances, pH meters, conductivity meters, drying ovens, water purification systems, and filtration/distillation/reflux/volumetric apparatus, calculators, desktop computers;
Ability to learn and properly utilize the following laboratory instruments such as: spectrophotometers, dissolved oxygen probes/analyzers, respirometers, turbidity meters, muffle furnace, centrifuges, ion-selective electrodes/meters, autoclaves, incubators, discrete samplers;
Ability to work under general supervision in a highly structured work environment;
Ability to perform analyses and other measurements in accordance with approved methodologies;
Skill in oral and written communication;
Skill in interpersonal relationships;
Skill in safe operation of motor vehicles;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Two years of post High School education in chemistry, biology or general science and a minimum of one year experience in analytical laboratory procedures preferably in the field of water quality analyses; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to operate in confined spaces.