

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: Environmental Laboratory Analyst

Job Number:110334(44)(54)

Date Finalized: 6/1/2013

Service Area: Public Services Service Unit: Water Treatment	Accountable To Service Unit Manager (or his/her designee)
Mission Statement The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of resources while valuing an open environment that fosters fair, sensitive, and respectful treatment of all employees and the community served.	
Role Summary To perform routine analytical work for the Public Services Laboratory using standardized laboratory techniques and well established, prescribed laboratory procedures to collect, prepare, process and analyze public water supply, wastewater, watershed, industrial samples and other materials. Provide laboratory consultative services; conduct and/or manage projects and other laboratory related activities for the public services area, other public agencies and customers.	
Duties Incumbent may be responsible for, but not limited to, the following duties: <u>Essential Duties</u> <ul style="list-style-type: none">• Performing a variety of chemical, physical, microbiological and biological analyses to determine and monitor the water/wastewater quality and plant treatment processes• Collecting and preparing samples from various diverse sources for laboratory analyses• Preparing media, buffers, solutions and reagents required in analysis• Operating, calibrating and maintaining analytical instruments, sampling apparatus and laboratory equipment• Adhering to and insuring quality control and quality assurance of laboratory data, reports and records prescribed by Standard Methods, MDEQ and EPA• Maintaining laboratory supplies• Compiling, analyzing and maintaining laboratory data records• Cleaning, preparing and sterilizing materials and equipment for laboratory work• Performing all work in accordance and compliance with laboratory safety practices and procedures, the Chemical Hygiene Plan, and the City of Ann Arbor policies and procedures• Ensuring compliance with safety and environmental regulations including, but not limited to, hazardous materials• Providing information, analytical support and laboratory services to City clients and customers, the community, other municipalities and environmental organizations• Ordering, receiving, issuing and maintaining records of laboratory equipment and materials• Providing on-the-job training in the use and operation of laboratory procedures, instruments and equipment• Serving as a resource on water quality, environmental safety and other laboratory related issues• Developing and implementing new laboratory procedures• Completing work process demonstration and documentation	

Related Work

- Assisting and participating in analytical studies and research involving laboratory work
- Attending training sessions
- Involvement in public information and educating the public on environmental issues affecting the community
- Performing related work as assigned

The Way We Work

The Employees of the City of Ann Arbor...

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of City services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Knowledge of: (position requirements at entry)

- Basic knowledge of Quality Assurance / Quality Control (QAQC)
- Basic knowledge of chemistry, microbiology, math and statistics
- Standard laboratory principles and procedures
- Safety rules, codes and regulations pertaining to work and laboratory practices and procedures
- Proper operation, use, maintenance and handling of laboratory materials, chemicals, media, instruments and equipment

Skills and Ability to: (position requirements at entry)

- Communicate through oral and written instruction, with the ability to understand and follow oral and written policies, procedures and instructions
- Perform a wide variety of laboratory analyses, duties and responsibilities with accuracy and precision
- Quickly learn and put to use new skills and knowledge brought about by training and technology
- Work in a team environment
- Demonstrate basic time management and organization management techniques and methods
- Identify problems and find solutions
- Use computers and software applications (e.g. Microsoft Office, Excel, Word)

Equipment

Personal computers, laboratory instruments and equipment, safety and personal protective equipment (PPE), miscellaneous office equipment, motor vehicle and boat

Training and Experience (position requirements at entry)

- Bachelor's degree from an accredited college or university with major work in analytical chemistry, organic chemistry, biology, environmental science or a closely related academic major, plus a minimum of two years experience in a related field, **or**
- Three years of college work (90 semester credit hours), with a concentration in chemistry, microbiology or environmental science, plus a minimum of three years experience in a related field.

(Environmental Laboratory Analyst Job Progression Chart attached)

Licensing Requirements (position requirements at entry)

Valid driver's license

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, driving and repetitive motions

Incumbents mix chemicals for testing and routinely work with biological contaminants requiring the use of both normal and specialized protective equipment. Observe or monitor objects and data to comply with safety standards and measure volume using calibrated instruments. Continuous, repetitive and precise arm/hand movements are made when dispensing and measuring liquids and solid volumes. Some lifting and moving of objects such as sample containers weighing up to 50 pounds may be required when performing laboratory analyses. Also, in connection with performing laboratory analyses, bending and stooping to retrieve samples weighing up to 50 pounds is common. When carrying supplies, incumbents may walk over uneven and slippery surfaces as well as climb ladders and stairs. Incumbents distinguish colors while conducting a variety of chemical tests, and respond to various audible alarms coming from testing equipment. The physical ability to enter into and exit a boat, carrying equipment, samples, etc., if necessary (rowing may be required). The ability to safely operate a motor vehicle as incumbent may be subject to local and long distance travel. It is common for incumbents to stand or sit for extended periods of time with the ability to move about at will.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Description Prepared By

Lab Redesign Team – May 2004/ Latest Revision 6/22/04 RMM

Revised 6/09 S. Bahl / E. Kenzie / RMM/ Revised M.Robinson/HR Review AC, AW 5/15/14