

Code: 2740

Title: WASTEWATER LABORATORY ASSISTANT

**SUMMARY:** This classification performs procedural support activities in a wastewater treatment laboratory, including preparation of microbiological media, preparing glassware and sample bottles, maintaining safety equipment and monitoring the inventory of chemicals and supplies. This classification also maintains wastewater laboratory records and samples and assists in laboratory quality assurance and safety activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Applies multiple methodology standards set by the State and Federal agencies to clean, prepare and preserve wastewater sampling bottles and materials;

Follows procedures for chain of custody documentation for wastewater samples such as sample receiving, distribution, security and archiving;

Orders chemicals, glassware and other laboratory supplies, and maintains related computerized inventory;

Maintains Class 1 laboratory water systems which include monitoring the systems, test for total dissolved solids, hardness, pH, ordering supplies, generating vendor service requests, and replacing resin tanks as required;

Monitors temperature controlled rooms, logs and maintains temperature charts, and reports abnormalities to quality assurance supervisor;

Performs and documents regularly scheduled inspections of safety showers, eye wash stations, spill cleanup-kits, respirators, safety glasses, fire extinguishers, fire blankets, aprons, gloves, first aid kits and other related safety equipment;

Monitors and follows storage retention procedures for completed wastewater samples;

Provides technical clerical support to the quality assurance program;

Assists Wastewater Laboratory Technicians in ensuring proper temperature storage and disposal of hazardous materials.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the basic principles of biology and chemistry;
- laboratory operations, including safety and quality assurance activities;
- laboratory processes and procedures involving water and wastewater testing;
- basic understanding of hazardous materials;
- arithmetic functions.

Skill in:

- sterilizing and preparing glassware and sample bottles;
- maintaining laboratory water systems;
- carefully handling potentially dangerous substances;

- using standard laboratory equipment;
- use of automated information systems for data entry and report generation;
- communicating effectively and following written and verbal instructions;
- safely handling hazardous materials.

MINIMUM QUALIFICATIONS:

Completion of two semesters of course work in chemistry from an accredited college or university.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Some positions may require the ability to: lift and carry up to fifty pounds; work with or in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or wastewater products. Safety training and equipment will be provided by Pima County.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 01/09/05(ya)