

## DOWNERS GROVE SANITARY DISTRICT

### JOB DESCRIPTION

TITLE: LABORATORY ANALYST

FSLA: Nonexempt

#### GENERAL SUMMARY

Responsible for sample collection and laboratory analysis for biosolids, stream, surcharge, industrial, and plant monitoring. Conducts laboratory evaluations in accordance with regulations derived primarily from Standard Methods and the USEPA. Operates and maintains laboratory instrumentation as well as sampling equipment, follows quality assurance protocol, and consistently produces high quality results. Reports directly to the Laboratory Supervisor.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES

- 1) Conducts analyses for wastewater, water and biosolids samples, including both chemistry and microbiology testing. Calibrates, maintains and operates instruments.
- 2) Follows quality assurance protocol by performing required testing and generating data charts. Reports results efficiently and verifies accuracy of test results.
- 3) Collects representative samples at various locations both on and off the plant site according to approved methods for the parameter(s) in question. Understands the set-up, maintenance and troubleshooting of portable and stationary samplers.
- 4) Communicates clearly and concisely utilizing strong verbal and written skills. Ensures all required documentation is complete and accurate.
- 5) Maintains laboratory equipment, instrumentation, resources and facilities on a regular schedule.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Bachelor's degree in Biology, Microbiology, Chemistry, Environmental Science or equivalent science-based degree combined with relevant experience. Prior wet chemistry testing in an environmental laboratory is preferred.
- 2) Ability to perform mathematical calculations and basic statistics. Fundamental understanding of equations involved in testing.
- 3) Strong interpersonal skills and abilities to communicate effectively, both orally and in writing, with the public, coworkers, and outside agencies.

- 4) Experienced in writing both technical reports and procedures. Proficient in Word and Excel including ability to create and maintain spreadsheets. Data management experience is preferable.
- 5) Ability to read, comprehend and apply technical protocols for methods of sampling, testing, monitoring and analysis.
- 6) Enthusiasm for science practices and achieving high quality within the laboratory.

#### PHYSICAL ABILITIES REQUIRED

- 1) Work with moderately heavy and awkward equipment, including the ability to lift and/or move up to 50 pounds without assistance and occasionally lift and/or move up to 150 pounds with assistance.
- 2) Standing and walking are required for at least 90% of work time.
- 3) Ability to identify and distinguish colors.

#### OTHER REQUIREMENTS

- 1) Valid State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways to visit commercial and industrial sampling sites.
- 2) Must live within a 30 minute travel time from the District's Wastewater Treatment Center.
- 3) Ability to respond as scheduled for emergency operations and work holidays if scheduled.

#### WORKING CONDITIONS

Time is spent working in a variety of environments both indoors and outdoors in all weather conditions and during day and night hours. May be required to perform all duties while working alone.

The above is intended to describe the general job content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 06/30/11