

TITLE: **Lab Analyst**

DEPARTMENT: Lab

REPORTS TO: Lead Lab Analyst

SUPERVISES: None

DEFINITION:

Perform analyses required by Port's NPDES Permit, and by Industries' permits, in accordance with 40 CFR Part 136, *Guidelines Establishing Test Procedures for the Analysis of Pollutants, or Standard Methods for the Examination of Water and Wastewater*. Responsibilities are: complete and accurate analyses of water samples collected; collect, store and test samples as required by permits and as stipulated in 40 CFR Part 136 or Standard Methods; keep accurate records for all testing; comply with all local, state and federal regulations as applicable; communicate with regulating agencies as needed; complete knowledge of computer software used in monitoring wastewater discharge by industry, such as Teloger and Insight databases, as well as metering and sampling devices. Knowledge of the use of Microsoft Office Word, Microsoft Office Excel and Microsoft Office Access. Assist all departments as needed with prior approval from immediate supervisor.

CONTROLS OVER WORK:

The work will be performed under the direct supervision of the Lead Lab Analyst. A performance appraisal will be given annually or as deemed necessary by the Lead Lab Analyst.

ILLUSTRATIVE EXAMPLES / SPECIFIC DUTIES OF WORK:

1. Lab and Operations:
 - a. Complete and pass Performance Evaluation Testing at least annually to maintain accreditation through Washington State Department of Ecology. Abide by Quality Control procedures; evaluate Method Detection Limits annually or as deemed necessary by Port Operator.
 - b. Perform a variety of tests on samples using lab equipment which may include, but is not limited to, spectrophotometer, incubator, digester, ovens, auto analyzer, reactors and various meters.
 - c. Operate and maintain specialized equipment & instruments used in the sampling, collecting, analysis and processing of samples, including but not limited to, lab equipment, samplers, pumps, etc.
 - d. Assist Port Operator and Sprayfield Manager in troubleshooting, as necessary, to identify and diagnose problems and potential problems. Make Port Operator, Sprayfield Manager and appropriate operations staff team members aware of any items noted which may be relative to the efficiency of the system.
 - e. Order and maintain a running inventory of supplies required for laboratory operations. Check in purchases and verify against packing list, submit to Port Operator or Operations Assistant for submittal to accounting for payment.

- f. Record own hours worked daily, sign time sheet at end of pay period and submit to Lead Lab Analyst for submittal to payroll for processing.
 - g. May be required to collect samples of wastewater from industries as directed.
 - h. Calibrate and maintain in situ water quality probes, such as dissolved oxygen, turbidity and total suspended solids.
 - i. Work as a team with Port Operator or Sprayfield Manager on projects throughout the system as needed. Assist in documenting project information, analyzing data, preparing routine reports and filing, as appropriate.
 - j. Report and document any questions, comments or complaints from the Port's Industrial Users or surrounding neighbors to the Port Operator, Sprayfield Manager and Port Executive Director. Encourage teamwork throughout the Port; make all key operations personnel aware of any questions, comments or complaints. The Port Operator is responsible for providing the appropriate response to inquiries, complaints or problems regarding the Port's Industrial Wastewater Treatment Facility Operations.
 - k. Proficient in various computer programs to analyze data and prepare routine reports; assist in the development and maintenance of accurate logs and records of daily lab work; assist in the development of reports and forms for reporting and presentation of data to Port staff, industrial customers and government agencies. In conjunction with Port Operator develop forms for reporting all information gathered within the IWWTF system.
 - l. Any and all duties as assigned.
2. Working Conditions:
- a. Duties are primarily performed in a fast-paced lab environment using lab equipment and computer. The employee may be required to work outside in the field. The employee may be required to travel to meetings in and out of town: may be required to attend Port meetings.
 - b. Physically perform the essential functions of the job, including but not limited to ability to properly lift up to 50 pounds, walk long distances per day on uneven terrain; and standing for extended periods of time.
 - c. Safely operate all Port vehicles.
 - d. Able to use and operate laboratory equipment used in sample analyses.

DESIRED QUALIFICATIONS:

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- A Bachelor of Science degree in Chemistry, Biology, or Environmental Science.

- High School diploma or GED and Two years of analytical laboratory experience.
- High School diploma or GED and Three years of wastewater treatment plant laboratory operation or related work.
- Ability to read and write in English
- Valid Washington State vehicle operator's license.

Knowledge of:

- Laboratory practices and procedures.
- Safety practices and procedures applicable to industrial wastewater facility maintenance and repair.
- Safe and effective operating practices of equipment used in the laboratory.
- Industrial Wastewater Treatment; machinery, equipment and instruments.
- Local, State, Federal regulations and standards related to industrial wastewater facility operations and sample analyses.

Ability to:

- Operate laboratory equipment used in sample analyses.
- Successfully manage time, multi-task and prioritize tasks within parameters given by Port Operator.
- Perform routine arithmetic calculations,
- Establish and maintain effective working relationships with employees, Commissioners other agencies and public in general.
- Communicate effectively, both orally and in writing, with individuals and groups regarding all issues or regulations affecting the Port.
- Other duties as assigned.

WAGE AND BENEFIT PACKAGE:

Salary Range: \$ 32,000 - \$42,000 annually

Regular Full Time

Status: Non-Exempt

Revised 6/15/15 - approved at Commissioner meeting