JOB DESCRIPTION

TITLE: Laboratory Aide I

SECTION: Laboratory

DEPARTMENT: Engineering

SRN: 

REPORTING RELATIONSHIP:

Reports to: Laboratory Director

Supervises the following: Not Applicable

DEFINITION: Under general direction, performs a wide variety of duties in the water quality laboratory related to the care and cleanliness of materials, equipment and supplies and perform related work as required.

ESSENTIAL FUNCTIONS:

1. Keep laboratory glassware, tools, equipment and workspace clean and/or sterilized.
2. Operate the autoclave and other laboratory equipment related to bacteria control.
3. Assist analysts prepare for tests.
4. Apply safe laboratory practices.
5. Perform laboratory maintenance activities.
6. Allied functions related to working in a water quality laboratory.

MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any type of experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have some work experience where attendance record, initiative and ability to work as part of a team can be measured.

Education: Typically the successful candidate will at a minimum possess a High School Diploma with courses in chemistry and sciences, and it is preferred that the candidate be enrolled in a college program pursuing a degree related to chemistry or science. Completed courses in Algebra preferred.
Knowledge of:
- General properties of acids and bases, and the transmission of germs or viruses.
- Laboratory safety.

Abilities:
- Communicate fluently in English, verbally and in writing sufficient to process data concerning chemical and biological information, samples and general workplace operations.
- Write legibly and keep accurate records and notes.
- Organize and prioritize work in order to meet the needs of other members of the team.
- Be a self-starter, identifying work that needs to be done and accomplishing the work.
- Learn laboratory operations, safety and fundamental analyses.
- Work cooperatively with others.

PHYSICAL REQUIREMENTS:

1. Works in a laboratory environment with poisonous, reactive or caustic chemical, reagents and samples observing safe laboratory practices.

2. May work in extreme weather conditions including heat and rain.

3. Uses telephone and two-way radio to communicate.

4. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.