JOB DESCRIPTION

Coachella Valley Water District

Date: February 2008

TITLE: Water Quality Analyst I

SECTION: Laboratory

DEPARTMENT: Engineering

SRN:

REPORTING RELATIONSHIP:

Reports to: Laboratory Director

Supervises the following positions: Not applicable

DEFINITION: Under direction, to perform responsible laboratory and office work analyzing samples requiring interpretation, judgment, quantitative, qualitative and reasoning skills; and to do related work as required. This is the laboratory entry level for technically trained and degreed personnel.

ESSENTIAL FUNCTIONS:

1. Prepares chemical solutions and bacteriological media utilizing a wide range of standard laboratory equipment such as hot plates, ovens, filtration apparatus, water and vacuum pumps and balances.

2. Chemically analyzes samples using a wide range of standard laboratory equipment as described above plus sophisticated analytical instrumentation such as atomic absorption spectrometry (AAS), high pressure liquid chromatography (HPLC), inductively coupled spectrometry (ICP), and gas chromatography (GC).

3. Handles samples taken from domestic supply pipelines, irrigation canals and drains, stormwater channels, sanitary sewers, wastewater treatment plants, and other sources in a manner to both ensure personal safety and avoid contamination of samples.

4. Performs microbiological testing utilizing standardized methods.

5. Prepares written reports on analyses. Responds to questions from other District personnel about analyses of water samples and chemical procedures. Helps maintain laboratory computer database. Meets schedules and deadlines such as sample holding times.

6. Maintains, repairs, cleans, and sterilizes laboratory equipment.
MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. An American Water Works Association (AWWA) or Water Environment Federation (WEF) Water Quality Analyst Grade 1 is desired.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have a High School Diploma or equivalent and four college level courses relating to biology and/or chemistry, and one year of laboratory testing experience.

Knowledge of:  
- Basic chemistry testing procedures.
- Laboratory safety procedures.
- Equipment and material care and maintenance.
- Basic computer operation.
- Logbook maintenance.

Abilities:  
- Prepare chemical reagents and solutions.
- Learn complex chemical testing procedures.
- Comprehend written and graphic material.
- Keep clear and concise records.
- Work cooperatively with others.
- Operate a computer workstation.
- Work safely and follow established safety procedures.
- Work cooperatively and without close supervision.

Education: Courses necessary to meet the requirements for a high school diploma or its equivalent and four college level courses relating to biology and/or chemistry required. A Bachelor of Science degree in Chemistry, Biology, or related field is preferred.
PHYSICAL REQUIREMENTS:

Driving: Light

1. Must be able to work observing safe laboratory practices in a hazardous environment with potential exposure to and presence of toxic, carcinogenic, mutagenic, radioactive and other tissue destructive chemicals, bacterial cultures, raw sewage and physical hazards. May work in areas containing dust, exhausts, fumes, and vapors.

2. Stands on feet or sits at laboratory workbench for long periods.

3. Ability move light to medium weights including 1-gallon bottles, small ice chests and sample-laden carts.

4. Dexterity and agility to handle and wash fragile glassware.

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

6. Tolerates District immunization program.

See Human Resources for physical assessment form.