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Laboratory Analyst I

Salary

$23.77 - $33.26 Hourly

Closing

11/13/2017 5:00 PM Mountain

**Typical Duties**

(Any one position may not include all of the duties listed, nor do the listed examples include all of the tasks which may be found in positions of this class.)

1. Performs standard wet chemical, instrumental and physical analyses such as total suspended solids, biochemical oxygen demand, COD, TOC, Kjeldahl, and ammonia nitrogen, dissolved solids, and metals, by atomic absorption, ICP, and ICP-MS.  Performs standard biological analyses such as whole effluent toxicity (WET) testing, membrane filtration, MPN and related plate counts.
2. Prepares and standardizes laboratory reagents.
3. Prepares and dispenses routine microbiological media.
4. Calibrates laboratory and field instruments/equipment. Performs troubleshooting and routine maintenance on laboratory and field instruments/equipment as needed.
5. Performs routine data handling using Labworks and instrument-associated software.
6. Uses MS Office programs during routine analyses.
7. Conducts field work; participates and assists Water Quality Division in streams, lakes and groundwater studies.
8. Performs technical training of laboratory personnel.
9. Participates in laboratory improvement task teams as assigned.
10. Performs related tasks as assigned.

**Qualifications**

**Minimum Qualifications**  
Graduation from high school and one year previous experience in a laboratory environment learning laboratory techniques and terminology. Able to use MS Windows programs, including conducting online research and entering data into Excel spreadsheets. Must have valid Colorado driver's license able to follow both written and verbal instructions.  
   
**Desired Qualifications**  
Graduation from a four-year college or university with major coursework in chemistry, biology or related fields. Two years' experience in an environmental production laboratory.

Close

Laboratory Supervisor

Salary

$65,624.00 - $95,139.20 Annually

Closing

11/12/2017 5:00 PM Mountain

**General Statement/ Organizational Responsibilities**

Supervises routine and prescribed chemical analytical work in determining the strength and other characteristics of wastewater, biosolids, industrial waste, and stream flows entering into the District's system and in measuring the performance results of the District's wastewater treatment process. Monitors, evaluates, and administers the efficiency, effectiveness, productivity, and costs of the lab. Works under the general direction of the Chief of Analytical Services and supervises an analytical lab group. Receives some assignments from other laboratory staff.

**Typical Duties**

1.     Plans, schedules, assigns, and monitors routine and special project work of laboratory technicians and assistants. Audits plant personnel who perform analytical testing in the field.

2.     Monitors procedures followed by laboratory technicians and assistants for routine sampling, chain of custody, analyses, storage, and disposal. Assists in the development and review of laboratory procedures. Recommends and implements changes as necessary and desirable.

3.     Implements laboratory standards and measures in accordance with the established laboratory quality assurance/quality control program. Reviews laboratory data for both sampling and analyses to ensure compliance with the QA/QC program; ensures completeness and accuracy of monthly DMR reports. Monitors data; investigates, and resolves inconsistent data. Recommends changes as necessary and desirable.

4.     Participates in employee selection process and evaluates performance and skill levels of technicians and assistants, providing training, counseling and discipline as necessary. Maintains documentation of lab personnel actions.

5. Evaluates performance of laboratory instruments and equipment. Develops and implements preventive maintenance measures to maintain the effectiveness of instruments, equipment, and facilities. Initiates and administers maintenance work and performs minor repairs as needed.

6.     Requisitions laboratory supplies, testing, and other equipment as necessary. Ensures adequate supplies in a cost effective manner.

7.     Maintains laboratory security. Monitors personnel, facilities, and conditions to ensure safety. Responsible for maintaining sample chain of custody.

8.     Assists in the development and implementation of new applications using the Laboratory Information Management System (LIMS).

9.     Performs other scientific and administrative tasks as assigned.

**Qualifications**

**Minimum Qualifications**

Bachelor's degree in chemistry or related field and two years' laboratory experience. Skill in maintenance of laboratory equipment. Working knowledge of laboratory instrumentation, and statistics. Ability to communicate and interact effectively with staff.

**Desired Qualifications**

Working knowledge of data processing. Previous supervisory experience. Knowledge of wastewater treatment. Strong verbal and written communication skills