

## GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Environmental Laboratory Technician  
**DEPARTMENT:** Public Works  
**DIVISION:** Utilities  
**REPORTS TO:** Laboratory Manager  
**FLSA STATUS:** Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### JOB SUMMARY:

The Environmental Laboratory Technician is a classified position that will assist with and perform laboratory analysis and collection of water and wastewater samples adhering to laboratory Quality Control, and Quality Assurance procedures.

### ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Performing analysis of water and wastewater samples according to laboratory standard operating procedures (SOP's), Standard Methods and EPA guidelines.
- Responsible for following quality assurance/quality control (QA/QC) procedures for collection and analysis of samples to include maintaining accurate sample records, equipment maintenance, and calibration logs.
- Assist in evaluation of water quality data by performing basic analytical calculations and statistical analysis.
- Perform routine maintenance of laboratory equipment and document activities within the laboratory.
- Other duties may be assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and Experience:

- Associate's degree, Technical degree or equivalent
- 6 months experience in a laboratory setting.
- Ability to obtain a Maryland Department of Health and Mental Hygiene certification for sampling and analysis of microbiological contaminants in drinking water through proficiency evaluations.

#### Knowledge, Skills, and Abilities:

- Knowledge of basic scientific procedures, general laboratory techniques, basic statistics, and computer operation.
- Ability to add, subtract multiply, and divide.

- Ability to work with mathematical concepts such as percentages, analysis of variance, dilution factors, and correlation techniques.
- Ability to communicate effectively, orally and in writing, with customers, regulatory agencies, officials, and the public.
- Ability to apply principles of scientific and logical thinking to solve practical and analytical problems as related to laboratory operations as well as the water and wastewater field and administrate a variety of technical situations provided by Standard Methods, EPA, laboratory SOP's, and/or laboratory director.
- Ability to interpret an extensive variety of technical instructions and regulations related to laboratory and water and wastewater operations.
- Ability to operate general and sophisticated laboratory equipment; maintain accurate laboratory records and notebooks.
- Knowledge of the following types of analysis – Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Kjeldahl Nitrogen (TKN), Microbiological analysis, nutrient analysis, titrations, and gravimetric analysis.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license
- Ability to obtain a Maryland Department of Health and Mental Hygiene certification for sampling and analysis of microbiological contaminants in drinking water through proficiency evaluations.

#### **PHYSICAL DEMANDS AND WORK ENVIROMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In performing the essential duties of this position, it will be required to regularly stand, walk, talk, listen, and communicate with others. The position requires the handling of laboratory glassware, chemicals, apparatus, and instruments. Lifting up to 50 pounds may be required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work occurs in an environmental testing laboratory. This includes close proximity to toxic or caustic chemicals, fumes, high temperature equipment and wastewater samples.
- The laboratory is an indoor climate-controlled setting with moderate noise exposure from office equipment and light foot traffic.