



Date: May 22, 2023
From: Human Resources Department
RE: Laboratory Analyst
Department: Wastewater Treatment Division
Salary: \$31,187.37 annually/\$14.99 hourly with 5% increase after 6-mth probation

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to participate in the daily operations of the wastewater treatment plant laboratory and seek funding for plant upgrades and maintenance; to work with plant personnel in laboratory procedures, and to perform other technical and analytical work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation as mandated by state requirements, reporting progress of major activities through periodic conferences and meetings.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Participates in the daily operation of the wastewater treatment plant laboratory for the analysis of industrial and domestic wastewater.

Implements laboratory policies, procedures, and protocols.

Assists in laboratory compliance with all applicable policies, procedures, regulations, and standards of quality and safety.

Performs quality control procedures on equipment and supplies to ensure reliable test results; troubleshoots and performs maintenance and minor repairs of laboratory equipment.

Assists in maintaining state laboratory certification.

Prepares solutions and chemical reagents for testing.

Inspects plant operations; collects samples of wastewater, raw and treated water for laboratory testing; conducts chemical and biological tests; interprets results and prepares laboratory reports as required by the Town and other agencies.

Assists in performing tests on industrial wastewater samples, coordinates test results with industrial officials.

Prepares laboratory test records.

Performs general administrative / clerical work as required, including but not limited to preparing reports and records, completing forms, entering, and retrieving computer data, preparing spreadsheets, copying, and filing documents, answering the telephone, attending meetings, etc.

CLASS TITLE: LABORATORY ANALYST

Attends meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills and maintain state certification(s).

DATA INVOLVEMENT:

Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as laboratory equipment and wastewater plant equipment.

REASONING REQUIREMENTS:

Requires performing coordinating work involving guidelines and rules, with constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane, and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of scientific, engineering, accounting, or legal methods in the solution of technical, administrative, or legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination of sub professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Bachelor's degree or education and training equivalent to four years of college education in chemistry, biology, environmental science, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires over four years and up to and including eight years of experience in an industrial laboratory.

CLASS TITLE: LABORATORY ANALYST

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light-to-medium work that involves walking or standing virtually all the time and involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet, or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined spaces.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, depth perception, odor, and color perception, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

Interested applicants may submit application to:

Brittany Angel, HR Coordinator

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled