

**LABORATORY ASSISTANT***Class Definition*

Under close supervision, performs routine and repetitive tasks in the Wastewater Management laboratory.

*Distinguishing Characteristics*

Laboratory Assistant is a working level class in the Laboratory Section of the Wastewater Management Division. Incumbents assist in the laboratory by collecting samples, preparing for chemical and microbiological test procedures, maintaining and cleaning laboratory equipment, and may perform basic laboratory tests. This class is distinguished from Laboratory Technician I in that incumbents of the latter perform the more technical analysis of samples.

*Typical Tasks*

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Collects various water, wastewater, and sludge samples.

Assists Laboratory Technicians with the preparation and setup of test procedures.

Performs general laboratory duties to maintain a clean and orderly work environment, including, but not limited to, cleaning sampling devices, sample collection containers, and glassware.

May perform basic tests on raw sewage, digested sewage, and well waters, under the direction of a Laboratory Technician.

Operates and maintains laboratory equipment, including, but not limited to, pH meters, conductivity meters, top loading balances, muffle furnaces, ovens, and autoclaves.

May perform related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of modern laboratory techniques and the basic principles of chemistry.

Knowledge in the basic care, maintenance and operational requirements of laboratory equipment and apparatus.

Ability to learn modern laboratory techniques and procedures as related to the analysis of sewage and water.

Ability to learn quality control/quality assurance procedures.

Ability to establish and maintain effective and cooperative working relationships.

Minimum Qualifications

Completion of nine semester units from an accredited college or university in chemistry, biochemistry, biology, or a related field.

One year of training and experience in an analytical laboratory, or possession of a valid Water Quality Analyst Certificate as issued by the American Water Works Association or a Grade I Laboratory Technologist Certificate as issued by the California Water Pollution Control Association, may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at the time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_

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