



July 2019
FLSA: Non-Exempt

LABORATORY AIDE (3 Steps)
(Formerly Known as Laboratory Aide/Environmental Services Aide)

DEFINITION

The Laboratory Aide assists with field sampling and laboratory analyses in accordance with Standard Operating Procedures (SOPs), as well as Federal and State regulations. The Laboratory Aide assists with sample tracking using a Laboratory Information Management System (LIMS), maintains a current chemical inventory and associated Safety Data Sheets (SDS), and assists the Laboratory Technicians I/II as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Laboratory Director.

CLASS CHARACTERISTICS

This is a non-exempt classification in the Laboratory Section. The Laboratory Aide performs field sampling and laboratory testing under direction from the Laboratory Supervisor. This classification also uses LIMS to log in samples, label containers, enter results and dispose of samples. The Laboratory Aide maintains a current Chemical and Equipment inventory for the laboratory, receives reagents and standards, updates SDS as required and cleans glassware and sampling equipment. This classification may assist in any Laboratory Technician I/II function, under supervision, as needed.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs, and interprets a variety of moderately complex and standard physical, chemical, and bacteriological tests and analyses on wastewater and biosolid samples, following approved procedures.
- Collects water samples from the treatment facility and in the field according to a predetermined schedule; operates and maintains automatic sampling equipment.
- Recognizes potential or actual problems that may occur in an analytical procedure; recommends corrective action or confers with supervisor to find solutions.
- Prepares and standardizes chemical reagents; prepares and sterilizes bacteriological media.
- Sets up, calibrates, operates, and performs routine maintenance on a variety of complex laboratory equipment and instruments.
- Uses LIMS to log in samples, label containers, maintain reagent and standard inventory, batch samples, enter results and dispose of containers and samples.
- Maintains and updates periodic inventories of laboratory chemicals, equipment, and supplies.
- As directed, inventory laboratory equipment supplies, verify expiration and prepare a list of needed supplies, check in orders, and assist in the process of maintaining laboratory inventories at appropriate levels.
- Maintains the laboratory facilities in a clean and orderly condition; washes glassware; cleans and maintains other laboratory instruments and equipment.
- Calibrate, standardize and operate a variety of laboratory and sampling equipment, including calibrating volumes and temperatures, changing tubing, checking autoclaves, and washing and shelving lab glassware and dishes.
- May perform miscellaneous duties as required.

QUALIFICATIONS

Knowledge of:

- Wastewater treatment methods and processes.
- Principles, practices, and functions of laboratory operations in public utility wastewater quality control and quality assurance.
- Basic techniques of laboratory measurement and analysis.
- Principles and practices of modern chemistry, microbiology, and the physical sciences.
- Operation of basic laboratory instruments and apparatus.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Basic mathematics, algebra, and computer software and spreadsheets as applied to laboratory work.
- Safe working practices, safety hazards and appropriate precautions applicable to work assignments.

Ability to:

- Understand and follow oral and written instructions.
- Work with others and accept direction.
- Write clearly and concisely in laboratory logbooks.
- Perform assignments reliably.
- Follow established analytical procedures in all activities using standard and routine quality assurance and quality control protocols.
- Use effectively and provide proper care for standard laboratory testing and analyses equipment.
- Operate transport equipment between collection sites (vehicle, cart), office and field communication equipment, and laboratory equipment and materials safely and efficiently.
- Use modern office and laboratory equipment and digital resource systems, programs, and hardware to perform the duties of the position efficiently.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accept constructive criticism from supervisors, co-workers, and subordinate employees.
- Follow safe work practices at all times.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Completion of college level courses in the physical or biological sciences field equivalent to an AS degree; or sufficient wastewater experience performing tasks similar to those described herein, or laboratory duties to demonstrate the possession of the required knowledge, skills and abilities.

Licenses and Certifications:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Laboratory Aide Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Employees work in a laboratory setting and may be exposed potentially toxic chemicals and conditions. When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

The Laboratory Aide generates laboratory results and prepares reports; these activities require observing or monitoring data to comply with operating and safety standards. Data is entered and retrieved by keyboard. The work involves sitting for extended periods of time with the ability to move at will. Field activities occasionally require the incumbent to walk over uneven ground and to climb up and down ladders and stairs.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.