

City of Stockton

OFFICIAL COPYLABORATORY TECHNICIAN

Spec Amended:	09/06/1979
Resolution:	CS5501
Established:	04/04/1988
Resolution:	CC88-0182
Spec Adopted:	10/31/1988
Resolution:	CS88-091
Spec Amended:	11/06/1997
Resolution:	CS97-088
Spec Amended:	06/16/2005
Resolution:	CS05-080
Spec Amended:	10/20/2011
Ratifying Resolution:	CS-042
Spec Amended:	2/29/2024
Date to CSC:	3/21/2024

CS Status:	Classified
Unit:	O&M
FLSA Status:	Non-Exempt

DEFINITION

Under general supervision, performs a variety of technical duties including the collection of water, wastewater and related samples; and performs a variety of standardized tests and analyses on such samples; cleans and prepares laboratory equipment, glassware, reagents, and media; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single level class where employees within this class perform the full range of laboratory duties including cleaning and maintaining laboratory material and equipment and performing standard analyses in the laboratory. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the classes of Chemist and Microbiologist in that the latter are professional level classes, providing lead direction to technicians in addition to performing the more complex laboratory analysis using sophisticated laboratory equipment.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Collects and prepares water, wastewater, industrial wastes, receiving waters, and related samples for analysis.
- Conducts standard physical, chemical, and biological analysis of such samples.
- Conducts standard analyses on wastewater, domestic well, potable water and industrial waste samples to determine if they meet Federal and State requirements.
- Prepares standardized reagents and media used in laboratory analysis.
- Cleans and prepares compositing samplers, laboratory equipment and glassware.
- Maintains laboratory in a clean and orderly condition.
- Prepares and maintains a variety of logs, records, and reports related to the work performed.
- Participates in the laboratory quality assurance program by reviewing and verifying records and reports.
- Sets up and maintains bacteriological samples and prepares them for further testing.
- Participates in sampling and monitoring on designated waterways; operates a boat.
- Observes safe work methods, practices, and precautions; uses appropriate safety devices and equipment.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.

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- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard physical, chemical, and biological properties of treated and polluted water, potable water, and industrial and domestic wastewater;
- Methods and techniques used in standard quantitative laboratory analysis;
- Standard laboratory equipment and its use and care;
- Methods for preparation of standardized reagents and media;
- Methods of cleaning glassware and equipment used in laboratory analysis;
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Performing standard physical, chemical, and biological tests on treated and polluted water, potable water, industrial and domestic wastewater, and related materials;
- Analyzing and interpreting standard laboratory test results;
- Maintaining accurate and complete laboratory records;
- Preparing standardized reagents and media;
- Exercising independent judgment and initiative without close supervision;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives and activities.

Education/Experience:

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Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to an Associate's degree from an accredited college or university with major course work in chemistry or a closely related field.

OR

Two years of technical experience in a laboratory setting.

Other Requirements:

Licenses and Certifications:

- Must possess a valid California Class C driver's license.
- Must obtain and maintain a valid California Boater Card within the first 90 days of employment as a required condition of continued employment with the City of Stockton.
- Must obtain and maintain valid First Aid and CPR certifications within the first 90 days of employment as a required condition of continued employment with the City of Stockton.

Physical/Mental Abilities

- Mobility - Constant sitting and bending, for long periods of time while operating a keyboard; occasional walking, bending of neck, squatting, climbing stairs, kneeling, and twisting;
- Lifting - Occasional lifting and carrying of 50 pounds or less; occasional carrying of 50 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close up work;
- Dexterity - Constant typing; frequent repetitive motion and writing; occasional grasping, pushing, pulling, and reaching;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone;
- Special Requirements - Occasionally requires weekend and/or evening work, driving, must wear assigned safety equipment, and must be willing to work on a boat;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise, hazardous materials i.e., dirt, dust, gas, smoke, fumes, and poor ventilation; occasional exposure to outdoor conditions, indoor cold/heat, and working around equipment and machinery; and
- Working Conditions - Primarily performed in an office environment which is typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Rosemary Rivas

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE:

2/29/2024