



## **Laboratory Technician**

**Category:** Classified  
**Pay Grade:** C19  
**Job Code:** 02478

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations 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 actually written out in this job description.*

### **JOB SUMMARY**

Performs entry level technical position in an environmental laboratory performing various laboratory and/or office duties; performs a wide range of scientific environmental laboratory duties such as sample receipt, sample shipment, sample kit preparation, and basic chemical and bacteriological analyses on various types of water samples.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Receives samples according to laboratory protocols;
- Uses Laboratory Information Management System to log samples;
- Prepares sample kits and maintains appropriate inventories of kit materials;
- Prepares reagents and media for chemical and bacteriological analyses;
- Conducts basic chemical and/or bacteriological analyses on various types of water samples;
- Cleans laboratory glassware according to specific protocols;
- Maintains sample bottle washing and testing according to specific protocols;
- Maintains sample storage and disposal;
- Monitors refrigerators, walk-in cooler temperatures, and ice machine performance;
- Inventories stock, places orders, and verifies receipt;
- Maintains and operates basic laboratory equipment;
- Maintains various records, accurately and completely;
- Adheres to all health and safety guidelines;
- Maintains a clean, organized work area;
- Serves as point of contact for recycling services and recycles containers as appropriate;
- Assists analysts in the laboratory, as required;
- May deliver or pickup items from other County facilities;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Two (2) years of laboratory work experience; or graduation from high school with coursework in chemistry, biology, or related sciences and one (1) year of laboratory work experience; or college level coursework in chemistry, biology, or related sciences; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Proficiency working with computers and various types of software, including Microsoft products.
- Ability to distinguish and identify different colors.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of laboratory techniques and procedures, including safety protocols;
- Knowledge of chemistry, biology, and/or other related sciences;
- Knowledge of drinking water and wastewater treatment processes; and/or environmental monitoring;
- Knowledge of mathematics through algebra;
- Ability to carry out oral and written instructions and directives proficiently;
- Ability to perform basic laboratory analyses within specific protocols;
- Ability to keep complete, accurate records and compile data;
- Ability to establish and maintain effective working relationships with others in a team environment;
- Ability to be well organized, attentive to detail, and able to multi-task;
- Ability to be flexible in order to work with and provide support for a number of people;
- Ability to use small office equipment, computers, and highly technical computer applications.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.