

**NEW Water
Job Description**



SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Lab Analyst I	Division	Environmental Programs
Department	Laboratory and Research	Reports To (Job Title)	Laboratory and Research Manager
Full-Time / Part-Time	Full - Time	Part-Time (Hrs per Wk)	
Pay Grade	7 Salary Range \$20.88 – \$29.48 Hiring Range \$20.88 – \$23.83	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	July 26, 2005	Last Revision Date	June 12, 2019
Approved By (generally same as “Reports To”)	Laboratory and Research Manager	Human Resources Approval Date	October 3, 2019
Director Approved By (Job Title)			

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, and to promote NEW Water as a model of water quality protection and sustainability, this position is responsible for all aspects of analyses conducted in the NEW Water wet laboratory including scheduling, equipment maintenance, quality assurance, data analysis, and report generation. These tests must be performed to exacting standards of quality control and assurance as well as method requirements per Federal and State regulations.

SECTION 3 DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Wet Lab Assignments	70% of job
Performs analyses on samples in support of NEW Water permit requirements, process control, billing parameters, Aquatic Monitoring Program (AMP), Adaptive Management, high strength waste program, and Industrial Pretreatment and external customers. Tests include but are not limited to: BOD, COD, pH, solids (suspended, volatile, and dissolved), chloride, conductivity, chlorophyll, turbidity, fecal coliform, residual chlorine, total and amenable cyanide, and alkalinity.	Daily
Performs other wet chemistry parameters as necessary.	Daily
Utilizes Laboratory Information Management System (LIMS) for sample preparation, processing, and data input including quality assurance/quality control.	Daily
Develops and updates method and general lab SOP's.	Annually
Performs daily instrument calibration.	Daily
Performs all aspects of sample analysis to include scheduling, sample and chemical preparation, quality assurance procedures, data interpretation, and appropriate records retention.	Daily
Performs preventative maintenance and troubleshoots problems with equipment and analytical instruments; maintains equipment service logs; serves as primary contact with manufacturer; sets up and trains staff on new equipment/methods.	Weekly
Evaluates and recommends future equipment purchases and evaluates and implements new methods.	As Needed
Provides training as necessary for Laboratory Interns to assist with sample preparation, total suspended solids, pH, COD, and total solids testing. Ensures interns are performing all quality control/quality assurance procedures.	Daily
Performs glassware and general cleaning.	Daily

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Handles and prepares chemicals according to chemical hygiene plan.	Daily
Ensures proper use of personal protective equipment (PPE) based on duty being performed.	Daily
Ensures all chemical containers have proper GHS labeling	Daily
Key Area: Quality Assurance (QA)/Quality Control (QC) Information	20% of job
Provides quality control information as required by the Wisconsin Laboratory Certification Program and the NEW Water Quality Assurance Program.	Daily
In collaboration with the Laboratory and Research Manager and Analytical Chemist – LIMS Quality Control, maintains appropriate records for all QA samples and procedures as well as reviews quality control data to identify potential problems and develop corrective actions.	Daily
Performs analysis on external quality control samples quarterly.	Quarterly
Key Area: Sample Custodian	10% of job
Acts as sample custodian by receiving samples, checking parameters of samples, checking chain of custody forms for accuracy/missing information, and logging sample information into LIMS database. Contact appropriate personnel for further information when needed. Ensure scheduled sampling occurs. Assists clients with analysis/sampling parameters.	Daily
Completes appropriate chains of custody for samples to be sent to outside laboratories.	Weekly
Preps sample bottles for internal and external customers (i.e. capping bottles, adding preservative, labelling)	Daily
Maintains log for disposal of industrial/hailed waste and watershed samples, ensuring disposal of samples post analysis, and proper sample storage	Daily
Prepares chemicals for internal clients.	Monthly
Serves as backup to Analytical Chemist-LIMS/QA position for pre-logging samples/projects as well as review data for quality control.	Quarterly
Other:	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Associate's Degree (or Equivalent)	Laboratory Technology or related field.
Additional Information Regarding the Required Education:	An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	1 year
Other Specific Experience Required or Preferred	Experience in a laboratory setting.

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Yes	

Preferred Certification/Licensure
Wisconsin DNR Waste Water Operator Certification-Laboratory

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

Ability to pass annual proficiency testing based on requirements of the Wisconsin Department of Natural Resources (WDNR).

Requires considerable analytical ability and technical training. Requires the ability to work independently as well as a team within the department and interdepartmentally. Work requires considerable attention to detail to assure absolute accuracy and consistency with established procedural and quality control standards.

Full working knowledge of laboratory techniques, practices, and procedures associated with the analysis of liquid and solid samples for designated wet chemistry parameters; full working knowledge of quality assurance/quality control procedures associated with laboratory analysis as described above; demonstrated ability to maintain adequate documentation and records to verify laboratory compliance with State and Federal regulations and good knowledge of occupational hazards and safety precautions associated with all aspects of laboratory analysis.

Should possess a working understanding of the wastewater treatment processes and the collection system.

Must have considerable skill in the use of equipment related software and demonstrated skill in the maintenance of extremely sensitive and valuable laboratory equipment. General knowledge of the chemical and biological processes used by municipal wastewater treatment facilities is desirable.

As a contributing interactive member of the Laboratory and Research Department, individuals in this position work to resolve scheduling issues, quality assurance issues, or equipment problems. Must possess good oral and written communication skills, including the ability to prepare technical reports that require the use of basic and moderately advanced mathematics and the ability to maintain effective working relationships with Laboratory staff, departments within the organization, and outside customers.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED

Microsoft Outlook, Word, Excel, SharePoint, Laboratory Information Management System (LIMS), Maxcom, Maximo, PC-BOD, MagIC Net

SECTION 9 EQUIPMENT / MACHINERY UTILIZED

Analytical Balances, pH probes, BOD auto analyzer, COD instrumentation, Autoclaves, microscopes, and other lab related equipment.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT

Description of Duties	Check One
Job Centered / Work Unit: Decisions are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: Decisions may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>

Entire Organization: Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	□
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SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES
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Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Example of Decision / Judgment	Job Title of Who Reviews (If Anyone)	Frequency
Adapting schedule due to expected and unexpected conflicts.	Laboratory and Research Manager and Lab Team	Daily
Evaluate quality assurance information and take corrective action as needed.	Analytical Chemist-LIMS/QA	Daily
Processing samples to maximize compliance with holding time requirements and customer needs.	Laboratory and Research Manager	Daily
Troubleshoot and take corrective actions on equipment.	Laboratory and Research Manager/Analytical Chemist-LIMS/QA	Weekly
Recommend methodology and equipment changes.	Laboratory and Research Manager /Analytical Chemist-LIMS/QA	As Needed
Flag non-representative data and troubleshoot causes.	Laboratory and Research Manager	As Needed

SECTION 12 PROBLEM SOLVING

Example of Problem	Resources Used
Interpretation/integration of analytical output with data validation. Data is assessed on multiple levels for accuracy and reasonableness.	QA/QC LIMS Analytical Chemist, Laboratory and Research Manager, WDNR Auditor
Assessment of samples to determine proper evaluation of unusual conditions and apply multiple levels of decision making to determine further action, based on WDNR regulations.	WDNR, Lab Staff, Treatment, Pretreatment Coordinator, Watershed Management, Environmental Compliance Specialist
Must be able to handle constantly changing and competing internal deadlines.	Various
Must frequently deal with customer service related issues.	Internal and External Customers
Evaluate cause of irregular lab results and troubleshoot problems with procedures and lab equipment.	Lab Staff, QA/QC LIMS Analytical Chemist
Troubleshoot AutoAnalyzers to solve problems.	Chemists, Vendors

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Title/Description of Contact	Purpose of Contact	Frequency
External Laboratory Clients	To discuss sample receiving and sample collection issues	Daily
Miscellaneous Vendors	To discuss purchase of new products and chemicals	Annually
Public Tours	Overview of lab activities , public awareness of wastewater	Monthly
Environmental Programs Director	Division information, policy and activities	Annually

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Laboratory and Research Manager	To discuss QA problems, personnel matters and plan a personal development program one on one	Daily
Lab Team	Lab Team and quality control issues.	Daily
Field Services Staff	To discuss matters related to sample collection and integrity	Daily
Treatment Leaders	To discuss and resolve issues related to laboratory results	Weekly
Pretreatment Program Coordinator	To discuss analytical requirements and results related to the pretreatment program.	Weekly
IT Staff	To discuss LIMS and software needs.	As Needed
Water Resource Specialist	To discuss analytical requirements and results related to the aquatic monitoring program	Weekly
Maintenance Department	To coordinate maintenance with analytical work	As Needed
Buyer	To follow up on purchasing orders and other requisitioning issues.	Weekly
Watershed Specialist	To discuss analytical requirements and results related to the watershed monitoring program.	Daily
WDNR Auditor	To discuss issues and get clarification on SOP issues and adjustments.	As Needed

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen/Interview Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hire/Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written/Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop/Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification/Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Employees <u>Directly</u> Supervised	
# Employees	Job Title
None	
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
None	

SECTION 15..... WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Refer to ErgoFactor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Environmental Programs\Laboratory Analyst I.pdf>

SECTION 16 ADDITIONAL COMMENTS

Work schedule requires Saturday and holiday rotation.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.