

# Water Authority Position Description

## LAB ASSISTANT

Status	Position Code	Level	Date
APPROVED	LAAS	A06	Jul 2013

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PROVIDE TECHNICAL SUPPORT AND ASSISTANCE TO ASSIGNED WATER AUTHORITY LABORATORY, INCLUDING MONITORING AND MAINTAINING EQUIPMENT, INVENTORY CONTROL, MAINTAINING FILES AND RECORDS, DATA MANAGEMENT AND REPORTING AND OTHER RELATED TASKS.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, SUPPLEMENTED BY ONE (1) YEAR OF COLLEGE COURSE WORK TO INCLUDE SUCCESSFUL COMPLETION OF A LAB SCIENCE COURSE IN CHEMISTRY, BIOLOGY, PHYSICAL SCIENCES OR A RELATED FIELD, PLUS THREE (3) YEARS EXPERIENCE IN A LABORATORY ENVIRONMENT.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECT SUPERVISION FROM HIGHER-LEVEL TECHNICAL OR SUPERVISORY STAFF.

### ESSENTIAL FUNCTIONS

1. PERFORM THE DUTIES OF SAMPLE MANAGEMENT TO INCLUDE: SAMPLE LOG IN; SAMPLE TRACKING, MAINTENANCE OF CHAIN OF CUSTODY, AND GENERATION OF WORKLOAD, HOLD TIME, BACKLOG AND AD HOC REPORTS. PRESERVE AND PROCESS SAMPLES IN ACCORDANCE WITH PROCEDURAL REQUIREMENTS. RECEIVE AND PRESERVE LABORATORY SAMPLES/SOLUTIONS AS PER REGULATIONS/PROCEDURES.
2. MAY ASSIST LABORATORY STAFF IN PREPARATION OF SOLUTIONS FOR IN SUPPORT OF LABORATORY TESTING, INCLUDING ASSEMBLY OF MATERIALS, PRINTING OF LABELS, PREPARATION OF CONTAINERS AND PREPARATION OF REAGENTS.
3. MAINTAIN A CLEAN AND STERILE WORK ENVIRONMENT, WHICH INCLUDES THE STERILIZATION OF LABORATORY MATERIALS/CONTAINERS.
4. MONITOR THE OPERATIONAL AND CALIBRATION STATUS OF LABORATORY SUPPORT EQUIPMENT, INCLUDING TEMPERATURE DEVICES AND SAFETY EQUIPMENT. MAINTAIN RECORDS IN ACCORDANCE WITH REQUIREMENTS AND FILES FOR LABORATORY SUPPORT EQUIPMENT INCLUDING TEMPERATURE DEVICES AND SAFETY EQUIPMENT.
5. MAY ASSIST IN INTERPRETING AND ANALYZING LAB TEST RESULTS. PREPARE AND SUBMIT REPORTS. ENTER LAB DATA IN LOG AND/OR COMPUTER. ASSIST IN MAINTAINING QUALITY SYSTEM RECORDS. PROVIDE DATA ENTRY, DATA COMPILATION, AND DATA REPORTING SUPPORT FOR ANALYTICAL SERVICES AND LABORATORY OPERATIONS.
6. MAINTAIN ASSIGNED INVENTORIES AND SUPPORT PROCUREMENT AND MANAGEMENT OF LABORATORY CONSUMABLES. ORDER AND RECEIVE LABORATORY SUPPLIES. MAINTAIN LABORATORY INVENTORY.
7. PREPARE SAMPLE COLLECTION KITS APPROPRIATE FOR COLLECTION OF SPECIFIED FIELD SAMPLES, IN ACCORDANCE WITH DOCUMENTED REGULATORY AND LABORATORY REQUIREMENTS.
8. ASSIST IN PREPARATION, REVIEW AND REVISION OF DOCUMENTATION REGARDING LABORATORY PRACTICES.
9. MAINTAIN A SAFE WORK ENVIRONMENT AND CONSISTENTLY DEMONSTRATE SAFE WORK BEHAVIORS.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

BASIC PRINCIPLES AND PRACTICES OF CHEMISTRY  
BASIC PRINCIPLES AND PRACTICES OF BIOLOGY  
BASIC METHODS AND TECHNIQUES OF LABORATORY TESTING AND ANALYSIS SAMPLE  
MANAGEMENT AND GOOD LABORATORY PRACTICES  
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRECAUTIONS AS RELATED TO  
LABORATORY TESTING  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
BASIC REPORT PREPARATION  
DATA ENTRY AND DATA REPORTING PRACTICES  
LABORATORY PROCEDURES

### **PREFERRED SKILL/ABILITY**

LEARN PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS  
UTILIZE AND MAINTAIN A VARIETY OF LABORATORY TESTING TOOLS AND EQUIPMENT  
LEARN AND ADHERE TO ESTABLISHED LABORATORY TESTING PROCEDURES  
MAINTAIN ACCURATE RECORDS, LOGS, AND INVENTORY OF LABORATORY TESTS  
SAMPLES, RESULTS, SUPPLIES AND EQUIPMENT  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
PROFICIENTLY USE MICROSOFT OFFICE APPLICATIONS  
PROFICIENTLY USE THE LABORATORY INFORMATION MANAGEMENT SYSTEM FOR  
ASSIGNED SAMPLE MANAGEMENT AND DATA REPORTING FUNCTIONS  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT AND LABORATORY ENVIRONMENT; EXPOSURE TO TOXIC AND  
HAZARDOUS MATERIALS AND EQUIPMENT; EXPOSURE TO COMPUTER SCREENS.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR  
PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING.