

**Job Title:** Laboratory Technician I

**Department:** Waste Water Treatment & Compliance

**Location:** Laboratory

**Reports To:** Water Treatment & Compliance Manager

**Job Status:** Full-Time

**Pay Status:** Exempt

**Job Grade:** 401

**Date Created / Updated:** 5/23/2022

### Position Summary

The Lab Technician I is an entry-level position that focuses on achieving competency through the learning and understanding of a variety of technically advanced analytical processes. Collection of samples and analysis involves using physical, chemical, and bacteriological methodologies to determine compliance and operational status for New Braunfels Utilities' water and wastewater systems and facilities.

### Essential Duties and Responsibilities.

#### WATER LABORATORY

- Collect TCEQ drinking water compliance samples following approved procedures
- Follow quality assurance and quality control procedures
- Field sampling of homes, businesses, schools, etc.
- Deliver distribution samples to NELAC approved laboratory
- Conduct in-house bacteriological analysis on water samples
- Properly complete chain of custody forms
- Accurately log sample information and record results
- Forward laboratory results to the appropriate departments
- Verify all distribution samples have been collected each month
- Assist customers with drinking water issues
- Other duties as assigned

#### WASTEWATER LABORATORY

- Perform wastewater analysis with attention to detail and accuracy
- Follow quality assurance and quality control procedures
- Read and interpret complex governmental rules and regulations, technical manuals and methodologies to ensure compliance with federal, state and local regulations
- Establish priorities and multi-task assigned duties to complete work under pressures of time constraints and deadlines
- Perform mathematical calculations using algebraic formulas
- Troubleshoot issues by analyzing problems and identifying solutions with applied technical and mechanical knowledge of lab procedures and equipment
- Collect and preserve field samples for analysis
- Maintain an awareness of safety conditions and perform assigned tasks with general supervision
- Rotating weekend work

#### MAINTENANCE

- Clean, Maintain, replenish, and store glassware, equipment, and supplies
- Monitor supplies and chemicals to ensure laboratory is adequately stocked; submit order request when needed
- Maintain laboratory equipment in good working condition; follow equipment manuals recommendations
- Keep Laboratory clean
- Weekly vehicle inspection

#### GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines

- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: No Experience Required

Other: - Coursework in college level science classes such as chemistry and biology are preferred

## Certification and Licensures Requirements

- Employee must obtain Class 'D' Water Operator License within one year of employment.
- Class 'C' Surface Water or Groundwater Operator License must be obtained prior to expiration of the 'D' Water License
- Employee must obtain Class 'D' Wastewater Operator License within one year of employment.
- Class 'C' Wastewater License must be obtained prior to expiration of the 'D' Wastewater License.
- Valid Texas Driver's License

## Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours is required.

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

OnBase, Outlook, Silverlight GIS

## Experience with Machines, Tools, Equipment and Other Work Aids

Telephones, vehicle radio, copy/fax machine, calculator, Laboratory Multi- meters; pH, DO, LBOD, and Ammonia, spectrophotometer, pipet, micro-pipette, balance, chlorine pocket colorimeter, vent hood, automated samplers, quanti-tray sealer, barricades, lights, containers (plastic/glass), boxes of tubing, knives, screwdrivers, pliers, wrenches, GPS, and personal protective equipment: gloves, lab coat, safety glasses and hard hat.

## **Physical Demands**

### **Standing:** Frequently

- ☐ Making Presentations
- ☒ Observing Work Site
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

### **Fine Dexterity:** Constantly

- ☒ Computer Keyboard
- ☐ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

### **Walking:** Frequently

- ☒ To Other Departments/Offices/Office Equipment
- ☒ Around Worksite

### **Lifting:** Frequently

- ☒ Supplies
- ☒ Equipment
- ☐ Files

### **Carrying:** Frequently

- ☒ Supplies
- ☒ Equipment
- ☐ Files

### **Sitting:** Occasionally

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

### **Reaching:** Frequently

- ☒ For Supplies
- ☐ For Files

### **Handling:** Frequently

- ☒ Paperwork
- ☐ Monies

### **Kneeling:** Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

### **Pushing/Pulling:** Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☐ Table and Chairs
- ☐ Hose

**Climbing:** Frequently

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

**Vision:** Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☐ Observing Worksite

**Foot Controls:** Frequently

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

**Balancing:** Occasionally

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

**Bending:** Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

**Crouching:** Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

**Crawling:** Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

**Hearing:** Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

**Twisting:** Frequently

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

**Talking:** Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public

## Other

Standing in place, walking, bending, twisting frequently for collecting samples in field and leaning over open spaces.

## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other

Click or tap here to enter text.

## Primary Work Environment: Other (Specify Below)

Other: Office/Lab, Outdoors/Field. Collecting samples/talking with customers at their homes and businesses

## Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☒ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

## Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

## Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date