Laboratory Technician I #02092
City of Virginia Beach – Job Description
Date of Last Revision: 11-24-2015

FLSA Status: Non-Exempt  Pay Plan: General   Grade: 19

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Assist in the performance of water quality analyses for the City's water supply.

Representative Work Functions and Responsibilities
Perform a variety of routine bacteriological water quality analyses to ensure compliance with State and Federal regulations.

Assist in the collection of samples.

Perform flow tests to determine the quantity of water available at a given location.

Train in the diagnosis and treatment of water quality complaints from the public; and train in the performance of chemical analyses.

Maintain laboratory records to ensure accountability, sterilization, and compliance with established procedures.

Prepare and maintains equipment and supplies for tests.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Ensure that routine bacteriological and basic chemical analyses are done promptly and in accordance with Standard Methods; ensure that non-routine samples are properly prepared and collected; provide prompt and effective resolution to water quality complaints; develop skill in performance of chemical analyses; and ensure that accurate laboratory records are maintained.

Minimum Qualifications
Requires any combination of education (above the high school level) and/or experience equivalent to four (4) years in fields such as water quality analysis, chemistry, or bacteriology utilizing the required knowledge, skills, and abilities.
Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. **Knowledge**
   1. Knowledge of bacteriological or chemical sampling and analysis, technique, and procedures.
   2. Knowledge of safe laboratory operating practices.

B. **Skills**
   1. Skill in communicating with the public.
   2. Skill in operating technical laboratory equipment.

C. **Abilities**
   1. Ability to perform routine bacteriological tests.
   2. Ability to keep accurate records.
   3. Ability to operate a motor vehicle.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

**NOTE:** Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*
Requires light to medium work that involves utilization of standard office and laboratory equipment, walking, standing, stooping, lifting, pushing and raising objects and involves exerting up to 50 pounds of force on an occasional basis.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*
Performs specialized technical work requiring an understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires close attention to detail and the ability to concentrate for periods of short duration to provide accurate results under occasional exposure to unusual pressure.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken. May risk exposure to extreme heat and cold, wet or humid conditions, fumes, hazardous chemicals and traffic.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job. Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.

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