



**Title:**  
*Lab Analyst*  
**Level:**  
*1*  
**FLSA Status:**  
*Non-exempt*

**Division:**  
*Wastewater*  
**Department/Location:**  
*Wastewater Laboratory*  
**Employment Status:**  
*Regular Full Time*

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### **SUMMARY**

This position reports to the Lab Director or Lab Regulatory Compliance Specialist. The Lab Analyst will conduct various microbiological, wet chemistry and inorganic analyses of wastewater, drinking water and other environmental samples. The Lab Analyst must have the ability to work flexible shifts, a rotating schedule including weekends, holidays, and night shifts and overtime, as needed.

### **RESPONSIBILITIES**

- Calibration, operation, and troubleshooting of basic laboratory equipment. (i.e., pH meters, spectrophotometers, dissolved oxygen meters).
- The proper operation of composite samplers and collection procedure of samples at various locations in the wastewater treatment plant and various other laboratory client locations.
- Calibration, operation, and troubleshooting of the ion chromatographic systems and atomic absorption spectrophotometer (flame and furnace).
- Perform various microbiological examinations of drinking water, wastewater and environmental samples. May function as the lead employee in this area.
- Cleaning and maintaining laboratory instrumentation, glassware and equipment.
- Following laboratory SOPs for all analyses, sampling, and data handling.
- Evaluating and compiling data results of analyses, and generation of QC data in accordance with Laboratory SOPs.
- Excellent written and oral communication skills with supervisory personnel, co-workers, and lab clients. Generate various lab reports, spreadsheets, and other written material based on interpretation of data and analytical results.
- Computer proficiency related to database entry, spreadsheet management, word processing functions, sample logs, and QC logs.
- Perform work safely by observing all safety rules and regulations, and by utilizing all available safety equipment.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree in Chemistry, Biology, Environmental Science, or in a field related to Water and Wastewater treatment.
- Minimum 3 years working experience in a lab doing analyses on water, wastewater, or related field, and be familiar with general environmental and or municipal laboratory procedures, instruments, and test equipment associated with this field.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing.
- Exceptional organizational, written and verbal communication skills.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications.
- Ability to work flexible shifts, including night shifts, weekends, and holidays and overtime if needed.
- Report to work during weather related conditions and emergencies.

### **PREFERRED QUALIFICATIONS**

- Working knowledge of environmental microbiological analyses and identification of bacteria.
- 4 credits in Microbiology (candidates who do not possess 4 credits in Microbiology but meet the minimum working experience will be considered for employment, however, must obtain 4 credits in Microbiology within one year of hire date).
- Working knowledge of advanced instrumentation such as: atomic absorption and ion chromatography systems.



# ACUA

Atlantic County Utilities Authority

## **PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Constantly works in a close/small workspace. Frequently moves and positions self at the workspace/desk to be able to engage with and service customers, public, and other employees. Must be able to remain in a stationary position for at least 50% of the time. Occasionally moves and transports supplies and materials up to 20lbs. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works in all outdoor weather conditions.

### Job Description Acknowledgement

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|---------------------------------|--------------------------------|--------------|
| <i>Employee (Print Name):</i>   | <i>Employee's Signature:</i>   | <i>Date:</i> |
| <i>Supervisor (Print Name):</i> | <i>Supervisor's Signature:</i> | <i>Date:</i> |