

LABORATORY ATTENDANT

DEFINITION

Under immediate supervision performs routine and semiskilled work in the collection, preparation and distribution of field samples, maintenance of laboratory equipment and glassware; performs related work as required.

DISTINGUISHING CHARACTERISTICS

In this class incumbents learn laboratory practices and procedures. This class differs from the Laboratory Technician I class by the absence of testing and analyses duties. Employees in this class may advance to the Laboratory Technician I class after gaining experience and achieving the proficiency and education requirements.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and maybe assigned duties which are not listed below.

1. Collects and preserves varied samples for analysis from specific locations according to a predetermined schedule; collects special samples as conditions indicate; prepares samples for transport, storage and laboratory testing.
2. Collects commercial or industrial waste samples as part of the wastewater treatment facility's pretreatment program.
3. Sets up, calibrates, operates and performs minor maintenance on a variety of laboratory equipment and instruments.
4. Prepares chemicals, bacteriological media, stains and standard test solutions.
5. Cleans and maintains laboratory, equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies.
6. Maintains inventory of laboratory supplies.
7. Compiles and records information onto standardized worksheets and logs.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of twelfth grade or its equivalent or any combination of training and experience that provides the desired knowledge and abilities. Coursework in biology, chemistry and other related science course is desirable.

Knowledge of:

Arithmetic, including proportions, percentages and decimals.

Ability to:

Make arithmetic calculations; follow oral, written and graphic instructions; learn to perform routine laboratory work.

Special Requirements

Possession of or ability to obtain and maintain a valid California Drivers' License.

Physical Demands

Involves active work but not prolonged heavy exertion. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of objects weighing over 50 lbs.

WORKING CONDITIONS

Frequent exposure to unpleasant elements such as dust, fumes and odors, dampness, raw sewage, high noise levels and outside weather conditions. Occasional use of a Video display terminal. Works holidays and weekends, as assigned.

Date Adopted: August 6, 1996