



GEORGETOWN COUNTY WATER AND SEWER DISTRICT JOB POSTING

Laboratory Analyst	
DEPARTMENT: Operations	REPORTS TO: Lab Director
FLSA STATUS: Non-Exempt	PAY RANGE: \$23.74/hour - \$29.68/hour
POSTING #: 20260003	OPEN UNTIL FILLED

Local Candidates Only Please.

General Purpose

Responsible for performing all laboratory activities as well as all quality control functions required in an SCDES-certified laboratory.

Essential Duties and Responsibilities

- Collect and analyze daily water process control samples
- Make sure all compliance samples are collected within a specified time leaving adequate time for re-sampling if necessary
- Receive and log in samples for analysis
- Conducts laboratory testing of water and wastewater samples as per Standard Methods and EPA guidelines.
- Prepares reagents needed for water and wastewater testing
- Maintains and follows laboratory quality control program
- Performs all audit sample testing
- Maintains all laboratory records
- Fill out Chain of Custody properly and maintain record for SCDES compliance
- Performs Quality Control check on all regulated incoming media and material used in the Laboratory
- Performs all duties in conformance to appropriate safety and security standards
- Operates, calibrates, and performs maintenance on laboratory instruments
- Maintain and record all laboratory supplies, chemicals, and equipment
- Supply collection containers for water, wastewater and distribution
- Prepare sterile water for laboratory analyses
- Make copies of necessary laboratory paperwork
- Make sure all containers of reagents and chemicals are clearly labeled
- Ensure that all flammable solvents are stored in approved storage cabinets

Additional essential duties and responsibilities for Laboratory Analyst at Pay Grade 10 or higher

- Prepares lab for SCDES laboratory recertification
- Trains plant operators and other associates on various laboratory procedures
- Observe plant operators and other associates perform various laboratory procedures and document proficiency as per SCDES guidelines

- Updates laboratory sampling and testing procedures
- Maintains annual laboratory certifications in both water and wastewater by participating in the appropriate PT-Study
- Completes purchase requisitions for all laboratory supplies and equipment
- Participates in budgetary planning for the laboratory
- Establishes and maintains proper operation of all laboratory equipment
- Understanding of State & Federal regulations as it pertains to Laboratory work of Water and Wastewater Operations
- Calibrate Laboratory Instrument
- Collect and send samples to contract laboratories
- Schedule Instrument repairs and maintenance
- Complete SCDES reports
- Correspond with Regulatory agencies, contract laboratories, and neighbor utilities

Additional essential duties and responsibilities for Laboratory Analyst at Pay Grade 11

- Perform advanced laboratory testing
- Assure and document that all laboratory equipment is operating within the acceptable calibration parameters.
- Inspect Laboratory Instruments and perform preventative maintenance as outlined in the Operations Manual.
- Update SOP, SDS, and bench sheets used in the laboratory for State and Federal requirements.

Other Duties and Responsibilities

The following Other Duties and Responsibilities are required of Laboratory Analysts at all Pay Grade Levels

- Cleans and sterilizes glassware and other laboratory equipment
- Performs custodial duties in the lab as required
- Assists with customer complaints
- Assists in the compliance of field sampling/testing
- May perform portions of the work of higher classified positions, occasionally, as assigned.
- Serves on various employee or other committees, as assigned
- Performs related duties as assigned

Additional Other Duties and Responsibilities Required for Laboratory Analyst at Pay Grade 10 or above

- Perform troubleshooting of all Laboratory instruments
- Perform necessary research and testing to keep the laboratory updated with required parameters

Additional Other Duties and Responsibilities Required for Laboratory Analyst at Pay Grade 11

- Evaluate safety and laboratory procedures, make recommendations and necessary changes for improvement of safety, efficiency, and compliance
- Ability to understand and carry out written and oral instructions

Required Knowledge, Skills, and Abilities

- Ability to interact professionally with internal and external customers.
- Basic Computer skills, including Windows, word processing, and spreadsheets
- Advanced knowledge of laboratory procedures and practices
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments, and the public;
- Ability to understand and carry out written and oral instructions

Required Education and Experience

Laboratory Analyst Pay Grade 9

- Associate degree in chemistry, biology, natural science, or equivalent (Bachelor's preferred)
- 2 years laboratory experience
- Valid SC Driver's License required
- South Carolina "Class D" Biological Wastewater and Water Treatment Licenses

Laboratory Analyst Pay Grade 10

- Bachelor's degree in chemistry, biology, natural science, or equivalent
- 3 years laboratory experience
- Valid SC Driver's License required
- South Carolina "Class C" license in Biological Wastewater and Water Treatment
- CPR/First Aid Certification

Laboratory Analyst Pay Grade 11

- Bachelor's Degree in chemistry, biology, natural science, or equivalent.
- 7 years related work experience, or an equivalent combination of education and experience
- Valid SC Driver's License required
- South Carolina "Class B" license in Biological Wastewater and Water Treatment.
- CPR/First Aid Certification

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and

arms. The employee is occasionally required to stand, walk, and talk or hear. Occasionally bends and stoops. Hand-eye coordination is necessary to operate various pieces of lab and office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee mostly works in office settings, but may occasionally work in outside weather conditions. The employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals, raw sewage, and pathogenic substances. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

Other

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description describes the most common duties performed by employees in this classification. There may be some duties that some employees may not perform. There may be duties not listed that are performed by employees in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

To Apply

- Apply online at www.gcwsd.com/employment

EEO / Drug Free

Georgetown County Water & Sewer District does not discriminate on the basis of race, color, religion, gender, sex, including pregnancy & childbirth (or related medical conditions), national origin, age, or disability.