



JOB OPPORTUNITIES

JOB TITLE: Laboratory Assistant Co-op (Biology)

JOB ID: 22000311

SALARY:

* \$14.00 - \$18.00/hour

*Depends upon classification

DEPARTMENT: Water Quality Labs

SUPERVISOR: Supervisor – Water Quality Lab

WORK LOCATION: 2601 S. Blackman Rd.

WORK SCHEDULE:

Monday – Friday, between the hours of 8:00 a.m. – 5:00 p.m., 20-25 hours per week.

Position requires employee to work between 20-25 hours per week, not to exceed 1,500 hours in a calendar year. Each semester, undergraduate students must be enrolled in at least 12 credit hours and graduate students must be enrolled in at least 6 credit hours.

CO-OP GUIDELINES:

Students who have completed at least one year of college and are enrolled as a full-time student may apply. Must be enrolled full-time in a degree seeking program. A student's co-op position will end within three months after graduation.

PURPOSE OF POSITION:

Under the direction of the Supervisor – Water Quality Lab or designee, will assist the staff analysts in conducting plant, field, and distribution studies. Primary duties will include sample log-in, sample set-up, basic water analyses, and general lab cleaning. Secondary duties will include (under direct supervision) advanced instrumental analysis, method development, and production of Standard Operating Procedures.

ESSENTIAL JOB FUNCTIONS:

1. Assumes chain-of-custody of all samples in receiving area by logging-in, analyzing, or placing samples in refrigerator as required.

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2. Performs field sampling and analysis of source waters and area watersheds in completion of baseline water quality monitoring and special projects.
3. Generates worksheets, performs basic water analysis and enters results into LIMS.
4. Performs analysis in accordance with established QA/QC protocol.
5. Assures that disposable sample containers are available and that reusable laboratory glass and plastic ware are kept clean and rinsed according to use.
6. Performs advanced instrumental analysis in organic and inorganic lab sections.
7. Upon receiving training, performs microbiological analysis including total coliform and *E. coli*, heterotrophic plate count, and enterococcus.
8. Assists in research and analytical method development (wet chemistry, immunoassay, instrumental, etc.).
9. Participates in the authoring, review, and revision of Standard Operating Procedures.
10. Performs other related duties as required or assigned.

QUALIFICATIONS:

Education and Experience:

Minimum of one year college with a major in Chemistry, Biology, Microbiology, or related field is required. Required to have completed General Biology I and II. Strong understanding of environmental sciences and basic water quality is preferred. Courses or work experience related to inland waters, such as limnology, stream ecology, phycology is preferred.

Licensing/Certification:

Must have a valid driver's license (minimum Class F).

Knowledge, Skills, and Abilities:

- Be proficient in navigating Microsoft Office and related software computer systems.
- Excellent communication skills, demonstrate a customer-focused orientation.
- Working knowledge of general laboratory procedures.
- Should be perceptive and analytical in nature to be able to make quick and appropriate decisions.

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- Ability to:
 - Pay attention to detail and review work for accuracy.
 - Work courteously with customers and coworkers.

Physical Requirements:

Must be physically able to perform work in the field. Must be able to perform field surveillance, swim, operate a boat, and lift gear and field instruments in a safe manner.

Working Conditions:

Normal laboratory and office environment. Some fieldwork in watershed or lakes can be expected. Must be able to work during the hour's most suited to the needs of the laboratory. Must wear safety equipment (flotation device, hard hat, traffic vest) wherever appropriate.

Miscellaneous Requirements:

New hires are informed of the requirements of the Cooperative Education (Co-op) Program upon hire, and incumbents must continue to meet the requirements each semester in order to continue employment. Co-ops who do not meet the requirements may be ineligible for the Co-op Program and their employment may be terminated.

Must be able to work successfully with diverse groups of people.

TESTING:

Testing may be required.

HOW TO APPLY:

Interested applicants may apply online at cityutilities.net under Careers/Search Jobs.

NOTE:

Please submit an unofficial copy of your college transcript with your application.