



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LABORATORY ASSISTANT I

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| Group-Section: Water System Operations Group | FLSA Status: Non-Exempt Bargaining Unit: AFSCME | Salary Grade: 25 Job #: UA16 |
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JOB SUMMARY

This is the entry level position performing Laboratory Assistant I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists with cleaning of glassware and lab ware.
2. Learns and assists in preparing containers for sample collection and deliveries, including special and or emergency requests.
3. Learns and assists in generating collection lists and labels, receiving and logging samples and verifying and researching collection data in the Laboratory Information Management System.
4. Learns and assists in purchasing and maintaining laboratory supplies, researching and comparing available products and supplies, prepares purchase requests, tracks, fills, and delivers orders.
5. May be a corporate credit card holder. Performs corporate credit card purchases, reconciliations, creates reports, and provides support to other card holders.
6. Learns and assists in preparing, sterilizing, and decontaminating laboratory solutions.
7. Learns and assists in updating quality assurance and control records.

8. Learns and assists with maintenance on laboratory equipment.
9. Performs other related Laboratory Assistant job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Basic mathematics; and current office technology and equipment.

Required Skills and Abilities to: Reading comprehension; use basic math; learn laboratory safety; follow directions; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

Job Title: Laboratory Assistant I

Job Code: UA16

Adopted: 03/11/13

Revised:

Supersedes:

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