

Lake Havasu City, Arizona

Class Description



Title: Laboratory Technician
Department: Public Works
Division: Wastewater/Laboratory
Grade: CP8

FLSA Status: Non-Exempt
Job Code: 211917650
Updated: 7/5/2025
Salary: \$25.68-\$37.24

General Definition of Work

Performs intermediate skilled work collecting, analyzing and performing chemical, bacteriological and physical testing of various samples of the City water and wastewater plants, performing quality control tasks to ensure safety and proper procedures, interpreting permits, maintaining analysis records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Laboratory Supervisor.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Collects, receives, prepares, performs, and analyzes chemical, bacteriological, and physical tests on all types of water and wastewater samples.

Produces, provides, and maintains court defensible analysis records, reports and results to include Chain of Custody and raw data; maintains State certified laboratory methods by continuously updating standard operating procedures in compliance with current standard and Environmental Protection Agency (EPA) methods.

Adheres to quality control testing programs and safety procedures and operations; calibrates and maintains analytical instruments; completes an annual performance evaluation assessment for license parameters and passes an annual on-site audit completed by Arizona Department of Health Services (ADHS).

Interprets different types and levels of permits to include National Pollutant Discharge Elimination System (NPDES) and Aquifer Protection Permit (APP) to ensure proper administration of correct testing procedures and results.

Coordinates additional tests with contract lab and interprets data.

Trains and instructs samplers and personnel in proper sampling techniques and testing procedures.

Trains, assigns, directs and inspects personnel in daily work activities.

Monitors, samples, and tests several ground water wells located outside of the wastewater treatment plants in the surrounding desert environment for the parameters set by the Aquifer Protection Permits (APP).

Certifies compliance results when Laboratory Supervisor is not available as required; certify results/reports and perform complex chemical tests such as Nitrates, Nitrites and Total Kjeldahl Nitrogen-s (TKN's).

Operates and maintains motor vehicles or other work related equipment requiring a valid driver license.

Minimum Qualifications

Associates/Technical degree with coursework (minimum of six (6) credit hours) in chemistry and/or twelve (12) credit hours of college level laboratory sciences and considerable experience in a laboratory environment collecting and analyzing samples, or equivalent combination of education and experience.

Special Qualifications

Possession of Grade II Wastewater Treatment Certification issued by the Arizona Department of Environmental Quality (ADEQ) at hire.

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Must meet and maintain all training and education requirements for the position.

Valid Driver License of appropriate class.

Knowledge, Skills & Abilities

Thorough knowledge of chemical principles, terminology, techniques, equipment and laboratory tests pertaining to analysis of water and wastewater samples; thorough knowledge of the processes and treatment stages involved in water and wastewater treatment; thorough knowledge with federal, state and local environmental laws, rules and regulations governing the operation of an environmental laboratory; thorough knowledge in state and federal compliance monitoring and laboratory quality control.

Skill in laboratory analysis; skill in preparing reports; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in calibrating and maintaining analytical instruments.

Ability to solve practical problems involving a variety of concrete variables in situations where only limited standardization exists; ability to use laboratory and related equipment and to compute and record test results; ability to revise testing procedures when necessary; ability to interpret data accordingly in order to ensure appropriate and accurate results; ability to communicate tactfully and effectively with others, both orally and in writing, using both technical and non-technical language; ability to understand and follow oral and/or written policies, procedures and instructions; ability to establish and maintain effective working relationships with associates, clients, contractors, outside governmental and regulatory agencies, supervisors, vendors, and the general public.

Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and operating motor vehicles or equipment; work regularly requires exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).
