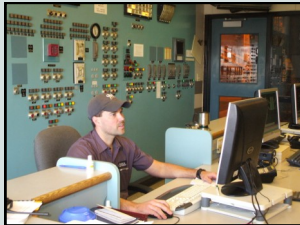


# Laboratory Analyst I



Green Bay Metropolitan Sewerage District  
Cleaning Water Today For Tomorrow's Generations



Green Bay Metropolitan  
Sewerage District  
2231 N. Quincy Street  
Green Bay, WI 54302  
Phone: 920-432-4893  
[www.gbmsd.org](http://www.gbmsd.org)

The Green Bay Metropolitan Sewerage District (GBMSD) is accepting applications for a **Laboratory Analyst I**. This position is a full time position (40 hours/week) within the Technical Services Division and reports to the Laboratory Services Manager. Applications will be accepted until position is filled. Interested applicants can apply on-line at [www.gbmsd.org](http://www.gbmsd.org).

**SALARY:** \$19.16 – 25.92 per hour — Pay grade 7

## SUMMARY:

Individuals in this position classification are responsible for all aspects of analyses conducted in the wet lab including scheduling, equipment maintenance, quality assurance, data analysis and report generation. Functions in a backup role for the nutrient lab. These tests must be performed to exacting standards of quality and procedure, consistent with Federal and State requirements.

The Green Bay Metropolitan Sewerage District (GBMSD) Laboratory holds certification through the Wisconsin Department of Natural Resources (WDNR) Laboratory Certification Program. In order to hold this certification, the Laboratory Analysts must be proficient in their field, able to pass annual proficiency testing and undergo periodic audits by WDNR staff.

The GBMSD Laboratory operates in a team environment. As such, all employees in this classification are expected to work closely with other team members on issues that affect the overall work product of the laboratory.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

### Performs all Duties in Wet Lab Assignments (70%)

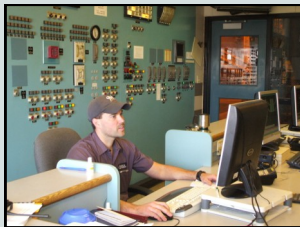
The incumbent performs analyses on wastewater and sludge samples in support of plant operations, the billing process, the Ambient Monitoring Water Quality Program, and the Pretreatment Program. Employees in this position must become proficient in the following parameters: BOD, COD, pH, solids (suspended, volatile and dissolved), chloride, conductivity, chlorophyll, turbidity, fecal coliform, residual chlorine and cyanide. Other wet chemistry parameters will be performed as necessary. An employee in this classification is responsible for all aspects of sample analysis. This includes: scheduling, sample and chemical preparation, quality assurance procedures, data interpretation, and appropriate records retention. Performs preventative maintenance and trouble shoots problems with equipment; maintains equipment service logs; serves as primary contact with manufacturer; reports equipment problems to appropriate laboratory personnel; evaluates and recommends future equipment purchases and evaluates and implements new methods. Provides training as necessary for laboratory interns to assist with sample preparation, glassware and general lab cleaning and other activities.

### Provides required QA/QC Information (20%)

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Provides all necessary quality control information as required by the Wisconsin Laboratory Certification Program and the GBMSD Quality Assurance Program; works closely with the Laboratory Services Manager to maintain appropriate records for all QA samples and procedures, as well as reviews quality control data to identify potential problems and develop corrective actions.

### **Acts as Sample Custodian (10%)**

Acts as sample custodian by logging in and preserving samples, prepping containers and labels, responds to customer requests and ensures that the appropriate analyses are performed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

This position requires considerable analytical ability, technical training and the ability to work independently. Work requires considerable attention to detail to assure absolute accuracy and consistency with established procedural and quality control standards.

The incumbent should have full working knowledge of laboratory techniques, practices and procedures associated with the analysis of liquid and solid samples for designated wet chemistry parameters; full working knowledge of quality assurance/quality control procedures associated with laboratory analysis as described above; demonstrated ability to maintain adequate documentation and records to verify laboratory compliance with State and Federal regulations and good knowledge of occupational hazards and safety precautions associated with all aspects of laboratory analysis. The incumbent must have considerable skill in the use of equipment related software and demonstrated skill in the maintenance of extremely sensitive and valuable laboratory equipment. General knowledge of the chemical and biological processes used by municipal wastewater treatment plants is desirable.

As a contributing, interactive member of the Lab Team, individuals in this position work to resolve scheduling issues, quality assurance issues or equipment problems. Must possess good oral and written communication skills, including the ability to prepare technical reports that require the use of basic and moderately advanced mathematics and the ability to maintain effective working relationship with laboratory staff and customers.

### **QUALIFICATIONS:**

Successful candidates will have an Associate Degree in Laboratory Technology or equivalent program and one year of experience in a modern, State certified environmental laboratory.

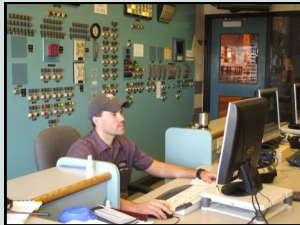
### **WORKING CONDITIONS:**

Normal work conditions call for minor levels of physically demanding effort characterized by light lifting, standing or walking. Regular use of computers can potentially result in eyestrain. Employees in this classification work in a wastewater

# Laboratory Analyst I



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treatment plant laboratory environment with potential exposure to carcinogens, flammable liquids, corrosives, toxic chemicals, pathogenic organisms and less desirable atmospheric and sanitary conditions. The level of normal exposure to position risk/hazard is a known element of the position and safety devices and procedures are regularly used to prevent accidents.

**APPLICATION:**

This position description is intended to identify essential duties and also illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision at any time  
at the discretion of management.**

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