



# CITY OF COEUR D'ALENE

HUMAN RESOURCES

CITY HALL, 710 E. MULLAN  
COEUR D'ALENE, IDAHO 83816-3964  
208/769-2205 – FAX 208/769-2284

Filing Deadline: February 12, 2010

## CITY OF COEUR D'ALENE EQUAL EMPLOYMENT OPPORTUNITY LABORATORY ANALYST

**Description:** The primary function of an employee in this class is to perform skilled technical duties in the sampling and chemical and bacteriological analyses of water samples, including raw and treated potable water, wastewater influent and effluent, and industrial water samples. The position is under the direct supervision of the Laboratory Pretreatment Supervisor, although work is conducted independently. The nature of the work requires close coordination with Plant Operators for sample collection, process control and adjustments. The principal duties of the position are performed in a laboratory and field environment that may include working in adverse weather conditions, confined spaces, and exposure to hazardous materials.

**Salary and Benefits:** The hourly range is \$17.46 per hour (Pay Grade 11), increasing to \$18.33 per hour after twelve-months of service with standard or above evaluations. An excellent benefits package including family health and dental insurance is available. Membership in Public Employees Retirement System of Idaho (PERSI) is required.

**Acceptable Experience and Training:** High School graduation or GED equivalent, preferably supplemented with an Associates or Bachelors degree in chemistry; laboratory, microbiology or related field; and Two (2) years wastewater/water laboratory experience; Pre-treatment experience preferred; Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Chemistry, microbiology and advanced mathematics;
- Laboratory procedures and scientific knowledge of water and wastewater sampling/analysis;
- Chemical safety and storage;
- Interpretation of Standard Methods for the Examination of Water and Wastewater, latest edition;
- Pretreatment regulations and guidelines;
- Hazardous waste handling and disposal;
- Plant operations; process control and monitoring techniques.

Ability to:

- Maintain laboratory and operator certifications current by attending classes, seminars and conferences;
- Understand and apply administrative policies and procedures and related to lab operations and sample testing;
- Operate standard office equipment, including a computer using program applications appropriate to assigned duties;
- Interpret test results and understand how they apply to treatment processes;
- Operate a variety of laboratory equipment;
- Make technical decisions based on the interpretation of data and how it relates to treatment plant process control;
- Communicate effectively both verbally and in writing.

### **Special Qualifications**

- Laboratory II certification within 4 years of employment

**APPLICATION PROCEDURE:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 East Mullan Avenue, Coeur d'Alene, ID 83814. Application deadline is February 12th, 2010 at 5:00 p.m. Applications will

be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

**THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS  
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN,  
RELIGION, SEX, AGE, OR DISABILITY**

**Examples of Work**

**Essential Duties and Responsibilities**

- Performs required tests by the EPA for National Pollutant Discharge Elimination System permit;
- Conducts process control testing and evaluates and interprets data and reporting results to operators;
- Collects and tests samples at regular intervals as required;
- Performs data entry of all laboratory tests;
- Performs calibration and standardization of laboratory equipment and quality control procedures;
- Prepares Discharge Monitoring Report as required by the EPA;
- Assists the Pretreatment Supervisor with assigned duties;
- Orders chemicals and laboratory equipment;
- Performs tests for outside laboratories;
- Conducts and schedules tours for students;
- Performs metal and cyanide tests;
- Performs EPA proficiency tests;
- Maintains MSDA sheets;
- Conducts environmental studies for metals in the Spokane River;
- Maintains chemical hygiene plan, accidental spill plan and material safety data.

**Other Duties and Responsibilities**

- Performs other related duties as required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee discern verbal instructions, and communicate with other employees;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to evaluate and interpret data and reporting results, and maintain complex spreadsheets;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety of laboratory equipment and operate a personal computer and other office equipment;
- Sufficient body mobility, flexibility, and balance to perform tasks in confined spaces and around hazards found in a treatment plant environment, and to lift up to 50 pounds.