



LABORATORY TECHNICIAN JOB DESCRIPTION

Job Title: Laboratory Technician – Extra Help	
Dept./Division: PH&SS/Environmental Srvc	Job Class Code: 1337
Pay Grade: Extra Help	PCN: 1337003
FLSA: Non-exempt	Effective Date: October 2007
Representation Status: Non-represented	Revision Date: August 2025
Reports To: Environmental Services Manager	

NATURE OF WORK

Under close supervision, performs routine laboratory tests on water samples and provides documentation to assure that Lewis County drinking and recreational water supplies meet State standards.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Performs routine water quality analytical tests to determine presence of various compositions.
- Analyzes samples, interprets results, and reports findings according to standardized procedures.
- Enters test results in computer database and logbooks.
- Maintains complete and accurate reports and records of analysis for compliance with local, State and Federal requirements and regulations.
- Informs supervisor of anomalous test results.
- Performs quality control analysis and lab proficiency tests to assure compliance with State and Federal standards.
- Cleans, calibrates and maintains laboratory equipment and instrumentation; ensures sterilization and cleanliness of work area, instruments, and equipment.
- Maintains inventory stock, including equipment, supplies, and chemicals.
- Keeps records of instrument operation and sampling work performed.
- Provides referral to supervisor when problems occur which are beyond the skills of the specialist; and tracks the problem until it has been resolved.
- Updates and maintains a variety of files, records, charts and other documents; gathers, compiles, and synthesizes data; maintains appropriate records and prepares reports as required.
- Cross trains in various environmental health disciplines and duties; assists with the training and cross-training of other County staff.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office and laboratory environment with some exposure to chemicals; work

involves light physical demands and frequent use of a personal computer.

QUALIFICATIONS:

REQUIRED: Associate’s Degree in Biological Science, Chemistry, or related science field; AND two (2) years’ bench experience in a microbiology or chemistry laboratory.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Washington State Department of Health water testing regulations and laboratory certification standards.
- County Health Code, regulations, and safety standards.
- Use, operation, calibration, and maintenance of a variety of specialized laboratory equipment.
- Methods and techniques of laboratory analysis of water samples.
- Occupational safety and health rules and regulations in a laboratory environment.
- Equipment maintenance techniques and practices.

Skills in:

- Laboratory techniques, and following standardized methods and procedures.
- Interpreting test results and preparing analytical reports.
- Safely utilizing specialized testing and sampling equipment, tools, and laboratory test apparatus.
- Performing accurate data entry and mathematical calculations.
- Working within deadlines to complete projects and assignments.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively and following verbal and written instructions.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee’s Name

Employee’s Signature

Date