



City of Phoenix

LABORATORY TECHNICIAN

JOB CODE 23310

Effective Date: Rev. 07/05

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of standard chemical and bacteriological tests on raw and treated water or sewage or police evidence. Responsibilities include gathering samples, performing tests using standard laboratory equipment, and cleaning and sterilizing laboratory utensils and equipment. Work is performed under the supervision of chemists and forensic scientists, who train the technicians in laboratory techniques, give specific instructions on new and altered procedures, and regularly inspect testing methods and results. Some positions require working weekends, holidays, or shifts.

ESSENTIAL FUNCTIONS:

- Performs a wide variety of chemical tests on water samples;
- Conducts routine bacteriological examinations of water and wastewater samples;
- Collects water or sewage samples from representative points throughout the City utility system;
- Checks, recalibrates, moves, and maintains records of intoxilyzers and related equipment;
- Monitors, prepares, and refills reagents used in the Laboratory;
- Performs instrumental analyses for the alcoholic content in blood;
- Participates in police laboratory case work-up and preparation of displays for court presentations;
- Maintains technical police laboratory files and records of evidence transfer;
- Maintains laboratory collection of drugs, bullets, and firearms;
- Prepares laboratory equipment and media used in the chemical analysis of samples, and performs routine chemical tests;
- Cleans and sterilizes laboratory equipment utensils and facilities;
- Prepares simple reports on results of lab tests;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Elementary principles, practices, and techniques of bacteriology and chemistry.
- The operation and care of standard chemical laboratory equipment.

Ability to:

- Perform standard chemical and bacteriological tests accurately and evaluate results.
- Operate intoxilyzers and related equipment.
- Follow oral and written instructions in the English language exactly and prepare simple written reports in the English language on the results of laboratory tests performed.
- Perceive the full range of the color spectrum and perform extensive microscopic work.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Certification by the Environmental Protection Agency through the Arizona State Department of Health that the incumbent assigned to Water Laboratory duties can run 1) the presumptive, confirmed, and completed tests, and 2) membrane filter tests for the enumeration of coliform organisms. This certification must be obtained prior to the end of probationary period.
- Appointments to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of standard laboratory tests or instrumental analyses in a public health, crime laboratory, or utility chemical laboratory, including courses in chemistry, bacteriology, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.