



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	325-3600-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Lead Environmental Laboratory Technician	<b>Department:</b>	Environmental & Natural Resources
<b>Reports to:</b>	Water Quality Section Supervisor	<b>Division:</b>	Operations-Natural Resources & Construction

**Primary Function:** Performs a wide variety of chemical, biological and other analyses of surface water and wastewater at various stages of treatment for process control and NPDES permit compliance. Records results of monitoring and reports on compliance to all local, state, and federal applicable regulations and guidelines.

**Job Duties and Responsibilities:**

- Conducts various chemical, biological, and other analyses of surface water and wastewater at various stages of treatment within wastewater treatment facilities and related systems.
- Prepares media, broths, reagents, and other stock solutions used in laboratory testing.
- Maintains records and test results such that they can be used to prepare reports on environmental laboratory operations and meet Quality Assurance/Quality Control (QA/QC) requirements and assure compliance with North Carolina State Laboratory certification.
- Regularly informs supervisor of surface water and wastewater analyses results and notifies of unusual circumstances.
- Follows established schedules and procedures for lab testing to ensure QA/QC.
- Collects samples at various points in surface water and wastewater systems.
- Operates a variety of laboratory equipment such as an autoclave, distiller, analytical balance, microscope, spectrophotometer, and various meters.
- Transports samples.
- Maintains computer based files and updates as necessary.
- Assists Water Quality Section Supervisor in preparing and submitting a variety of reports and summaries to EPA, State of North Carolina, and other regulatory agencies as scheduled or instructed.
- Participates in periodic inspections to retain certification of laboratory.
- Performs microscopic examination of stream macroinvertebrates; catalogs species by sorting; preserves samples for reference library.
- Maintains a sterile work environment and performs housekeeping duties as required.
- Monitors lab supplies and reorders as needed.
- Performs job duties according to established safety guidelines and Tribal policies.
- Performs other duties as assigned by supervisor.

**Education /Experience:**

An Associate's degree in the environmental, biological, chemistry or related field and two years of technical training in chemistry, biology, or related work in a laboratory would be the minimum to perform this job. Must acquire wastewater laboratory analyst certification within two years. Work experience of three to six months is necessary to become proficient in most phases of this job.

<b>Job Knowledge:</b>	Must have a thorough knowledge of surface water and wastewater sample collection and testing procedures, practices, and processes. Must be skilled in the use of all lab testing equipment and be able to maintain comprehensive test results. Must have an understanding of chemical and biological analyses and waste treatment. Must have computer skills in specified software applications. Requires certification from North Carolina Department of Environment and Natural Resources and/or an equivalent certifying entity. Must have good communication skills, both written and verbal. Requires a North Carolina driver's license.
<b>Contact with Others:</b>	Interacts extensively with coworkers. Has contact with the public when collecting samples, and responding to inquiries from regulatory agencies. Must communicate with tact, courtesy, and professional decorum
<b>Confidential Data:</b>	A high degree of discretion must be used when considering data/information to be shared. Data produced in the wastewater laboratory has the potential to be misinterpreted and should be kept confidential until an appropriate time for release. Must adhere to all Tribal policies and procedures including those pertaining to confidential information.
<b>Mental /Visual /Physical Effort:</b>	Close attention to detail is required while performing analysis of surface water and wastewater samples and while recording data. Physical requirements of the job include walking, sitting, standing, eye/hand coordination, reaching with arms and hands, speaking, and occasionally lifting as much as 15 pounds.
<b>Environment:</b>	Works in a normal laboratory environment. Must occasionally travel off site to collect samples. Will be exposed to biohazards, chemicals, and other hazardous materials/situations. Inoculations are required.
<b>Responsibility for Accuracy:</b>	Errors in calculations and/or testing procedures could cause a wastewater system to pollute the environment and have far reaching effects. Inaccurate results/reports could lead to substantial sanctions or fines. A high degree of accuracy is required.
<b>Resourcefulness &amp; Initiative:</b>	Works under supervision of the Water Quality Section Supervisor and follows well defined procedures and schedules for testing. Must use problem solving skills and be able to work independently. Initiative is required to produce well-organized summaries and to address unusual occurrences.