

Laboratory Analyst

Classification

Nonexempt

Salary Grade/Level/Family/Range

DOE

Reports to

Laboratory Manager

Date

11/10/2021

JOB DESCRIPTION

Summary/Objective

Under general supervision, this position performs work of routine difficulty in water and wastewater operations and testing activities in the laboratory and outside. This job will require versatility and eagerness to learn and the ability to work in a fast paced environment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Answering phone calls and directing them to the appropriate individuals
2. Greeting Clients as they come in the office.
3. Making sample kits for various clients throughout Alaska
4. Picking samples up from various commuter airlines
5. Operates equipment, including meters, incubators, thermometers and muffle furnaces.
6. Conduct testing with in house Standard Operating Procedures
7. Knowledgeable about drinking water and wastewater.
8. Provides excellent customer service.
9. Attention to detail.
10. Ability to multitask.
11. Receives samples & enter them into sample log system.
12. Upbeat attitude.

Competencies

1. Communication Proficiency.
2. Customer/Client Focus.
3. Problem Solving/Analysis.
4. Technical Capacity.

Supervisory Responsibility

This position has no direct supervisory responsibilities

Work Environment

This position primarily works indoors, in all types of weather, and in potentially hazardous environments, which may involve exposure to dangerous chemicals and/or raw sewage.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and/or move items over 10 pounds.

Position Type and Expected Hours of Work

This is a Full Time or Part-time position. Days of work are Monday through Friday.

Required Education and Experience

1. Six months to one year of experience in a laboratory environment. Including college level labs & knowledgeable of field sampling techniques.

Preferred Education and Experience

1. College degree in biology preferred or 2 years of college completed and currently continuing education in a sciences field.

Additional Eligibility Qualifications

1. Must possess a valid state driver's license or have the ability to obtain one prior

to employment. Must be able to pass a background check. Must be able to operate Mac and PC computers.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

Health Insurance

SEP Retirement

Paid Holidays

Paid Vacation

Paid Sick Days

If you are interested in this position please follow the instructions. Those who follow the instructions will only be considered, please read carefully.

Email resume with three references, desired pay and a possible start date to hr@pollenenv.com.

Thank you,

Pollen Environmental LLC