

JOB TITLE: Lab Assistant II
EMPLOYEE:

DOT #: 381.687-022
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Lab Assistant II **JOB CLASSIFICATION** Lab Assistant II

DOT TITLE Cleaner, Laboratory Equipment

DOT NUMBER 381.687-022

DEPARTMENT Natural Resources

DIVISION Water and Land Resources

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

JOB STATUS

Full Time, Career Service

ADDRESS OF WORKSITE

322 West Ewing Street
Seattle, WA 98119-1507

CONTACT'S NAME Michael Doubrava **CONTACT'S PHONE** 206-684-2355

EMPLOYER JOB TITLE Trace Organics Supervisor (Special Duty Assignment)

DATE COMPLETED 1/4/02

VRC NAME Jeff Casem

DATE REVISED 8/13/09

WORK HOURS 7:30-4:30, five days a week.

OVERTIME

Occasionally

JOB DESCRIPTION

Using solvents and brushes, the worker cleans laboratory equipment, such as glassware, metal instruments, sinks, sample containers, glassware, and other equipment to be used in the lab tests and sample collections. Washes, rinses, and dries glassware and instruments, using water, acetone bath, and laboratory dishwasher. May deliver supplies to designated work areas, using a hand-truck.

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May deliver sampling kits, using lab vehicle. May carry garbage or recycling out to the dumpster. Provide assistance to Environmental Laboratory Scientists.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write and communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Demonstrated knowledge of contamination principles. Knowledge of purchasing procedures. Ability to use standard laboratory equipment, such as balances, funnels, and pipettes. The worker must have at least one year of experience working in a Laboratory Assistant I position or in an equivalent capacity.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Collect, sterilize, wash and prepare (soak in diluted nitric and hydrochloric acid solutions) sample containers, glassware and other equipment to be used in the lab tests and sample collection.
2. Perform routine laboratory tests on sample containers and glassware to assess contamination.
3. Neutralize acidic samples and tanks.
4. Dispose of outdated samples, chemicals and materials.
5. Prepare bottle kits and field sampling containers.
6. Perform housekeeping duties in laboratories such as dusting counters and chemical bottles, removing hazardous and non-hazardous waste and defrosting refrigerators.
7. Prepare equipment for various water quality projects such as bottle kits for field collection.

NON-ESSENTIAL FUNCTIONS

Using scale to weigh samples.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Glassware, brushes, funnels, laboratory spatulas, rolling carts, and laboratory dishwasher.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

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Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rare = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

This job is classified as
Medium

Standing

Frequently to continuously on flat, linoleum and cement surfaces for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while sterilizing, washing and preparing (soak in diluted nitric and hydrochloric acid solutions) sample containers, glassware and other equipment to be used in the lab tests and sample collection.

Walking

Frequently to continuously on flat, linoleum and cement surfaces for distances of 40 feet for 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while collecting and delivering sample containers, glassware and other equipment to be used in the lab tests and sample collection.

Sitting

Occasionally on an office chair for 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing computer and paperwork.

Climbing stairs

Occasionally for 2 minutes at a time while climbing 2 flights (23 steps) for up to 3 times total in a work shift. Most commonly occurs while retrieving supplies from supply room. There is an elevator available.

Climbing

Rare on a ladder or counter top to heights of 5 feet for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while cleaning vent hood, or removing or placing laboratory equipment in high cupboards.

Bending/Stooping

Occasionally on flat linoleum and cement surfaces for 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while rinsing glassware over sinks, removing/placing glassware in drawers and removing/placing chemicals in low cabinets.

Kneeling

Rare on flat linoleum or cement surfaces for 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while cleaning or filling soap container.

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Crouching

Occasionally on flat, linoleum or cement surfaces for 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while loading solvents into low cabinets.

Operating Controls with Feet

Occasionally to rare to operate the pedals of a motor vehicle for up to 30 minutes at a time for up to 2 times total in a work shift while picking up or samples from treatment plants and other sites. The task normally happens once a month.

Reaching above shoulder height

Occasionally for 10-15 minutes at a time for up to 30 minutes total in a work shift while assembling and dismantling tall glassware for experiments or removing and placing various pieces of equipment in high cabinets.

Reaching at waist to shoulder height

Occasionally for 10-15 minutes at a time for up to 30 minutes total in a work shift while assembling and dismantling tall glassware for experiments, washing glassware, placing glassware in to dishwasher, or removing and placing various pieces of equipment in cabinets.

Reaching at knee to waist height

Occasionally for 10-15 minutes at a time for up to 30 minutes total in a work shift while placing glassware into dishwasher or removing and placing various pieces of equipment in cabinets.

Reaching at floor to knee height

Occasionally on flat, linoleum or cement surfaces for 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while loading solvents into low cabinets.

Lifting 1-10 pounds

Continuously for 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs with weights of three pounds while washing and placing glassware on a rolling cart or into the dishwasher. On an occasional basis the employee lifts 10 pound bottles of acetone.

Carrying 1-10- pounds

Continuously for 2 hours at a time for distances of 30 feet, for up to 7 hours total in a work shift. Most commonly occurs with weights of three pounds while transporting glassware from laboratory work area to the dishwasher and from the dishwasher to various shelves and cabinets. On an occasional basis the employee carries 10 pound bottles of acetone for 30 feet and places them in to a low cabinet.

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Lifting 11-20 pounds

Occasionally for 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while placing bottles of Methane Chloride in storage closet or work area cabinets.

Carrying 11-20 pounds

Occasionally for 2 minutes at a time for a distance of 30 feet, for up to 15 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while transporting bottles of Methane Chloride from a storage closet to work area cabinets.

Pushing and Pulling

Frequently for distances of 30 feet for 2 minutes at a time with a force of 10 pounds for up to 2 hours total in a work shift while maneuvering a rolling cart with glassware and various other pieces of laboratory equipment. On a very rare occasion (1-2 times per month) the employee pushes and pulls a bin with a Hydrochloric Acid solution using 40 pounds of pushing or pulling force.

Handling

Continuously for 2 hours at a time for up to 7 hours total in a work shift while lifting, cleaning, removing and placing glassware in cabinets, and scrubbing glassware.

Operating Controls with Hands

Continuously to frequently for up to 2 hours at a time for up to 6 hours total in a work shift while operating a motor vehicle, turning the faucet on and off while cleaning the glassware and laboratory instruments.

Fingering

Occasionally to rare for 10 minutes at a time for up to 45 minutes total in a work shift while holding and cleaning small glassware items with a small brush.

Talking

Frequently to continuously for 30 minutes at a time for up to 6 hours total in a work shift while conversing with coworkers about work assignments.

Hearing

Frequently to continuously for 30 minutes at a time for up to 6 hours total in a work shift while conversing with coworkers about work assignments and receiving direct instructions about work tasks.

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Tasting/Smelling

Continuously for 4 hours at a time for up to 8 hours total in a work shift while smelling treatment samples, acids, and bases. Employee identifies chemicals by scent.

Near acuity—clarity of vision at 20 inches or less

Frequently for 1 hour at a time for up to 6 hours total in a work shift while visually inspecting glassware for cleanliness, reading supply charts, and using a computer.

Far acuity—clarity of vision at 20 feet or more

Occasionally for 30 minutes at a time for up to 1 hour total in a work shift while operating a motor vehicle.

Depth perception—three dimensional vision

Occasionally for 30 minutes at a time for up to 1 hour total in a work shift while operating a motor vehicle.

TEMPERAMENTS

Performing repetitive or short-cycle work: Frequently

Performing a variety of duties: Frequently

Working alone or apart in physical isolation from others: Rare

Working effectively under stress: Frequently

Attaining precise set limits, tolerances, and standards: Occasionally to Frequently

Working under specific instructions: Continuously

Working with others: Continuously

Making judgements and decisions: Occasionally

ENVIRONMENTAL FACTORS

Work is performed in a laboratory setting with exposure to various chemicals and odors. The noise level is quiet to moderately loud.

Workers are exposed to

Extreme cold: Rarely

Extreme heat: Rarely

Wet: Continuously

Humidity/dampness: Rarely

Fumes: Occasionally

Odors: Frequently

Dusts: Rarely

Toxic or caustic chemicals: Frequently

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POTENTIAL MODIFICATIONS TO JOB

Alternate tasks to reduce repetitive tasks and duties.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date