



King County
ENVIRONMENTAL LABORATORY SCIENTIST I
(Conventionals Unit)
DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER & LAND RESOURCES DIVISION
Hourly Rate Range: \$26.95 - \$34.16 (2009 Rates)
Job Announcement No.: 09MS7991
Opening Date: 7/17/2009 Closing Date: 7/31/2009

WHO MAY APPLY: This career service position is open to all qualified applicants.

FORMS AND MATERIALS REQUIRED:

- King County Application Form (<http://www.kingcounty.gov/employees/HumanResources/forms.aspx>);
- Cover Letter
- Resume
- Answers to attached supplemental questionnaire.

You must complete and submit all required materials; failure to submit all required forms and materials will prohibit further consideration.

WHERE TO APPLY: Required forms and materials must be received by 4:30 p.m. on the closing date. These may be sent by one of the following ways:

- In person delivery or US mail (postmarks will NOT be accepted) to Michael Strutynski, Human Resources - 201 South Jackson Ste. 600, Seattle, WA 98104 or
- Via email: michael.strutynski@kingcounty.gov or
- Via Fax: 206-296-0192

Contact Michael Strutynski, Human Resources Analyst at (206) 296-7818 for questions regarding this announcement.

SELECTION PROCESS: Applicants who meet the required qualifications will be screened based on the clarity, completeness and content of their application materials. After initial screening, the most competitive applicants may proceed to an interview and potential testing.

WORK LOCATION: Environmental Laboratory, 322 W. Ewing, Seattle, WA 98119-1507

WORK SCHEDULE: This full-time position is not exempt from the provisions of the Fair Labor Standards Act and is overtime eligible. This position is based on a 40-hour workweek, typically 8:30 a.m. to 5:30 p.m. Monday - Friday. Periodic extended hours and occasional weekend work is required and should be expected.

PRIMARY JOB DESCRIPTION: The King County Environmental Lab is a full service environmental laboratory supporting a range of King County wastewater treatment and environmental programs. (See <http://www.kingcounty.gov/environment/data-and-trends/environmental-lab.aspx> for more details.) This is an entry-level classification for conducting environmental laboratory analyses using a variety of complex analytical methods and advanced instrumentation to characterize environmental samples in the Conventionals Unit. Under supervision, this position performs and interprets a variety of environmental laboratory analyses using accepted Environmental Protection Agency (EPA) methods. Environmental Laboratory Scientist I incumbents develop their skills and perform a variety of analyses with training and progressively decreasing oversight.

PRIMARY JOB DUTIES:

- Receive environmental samples into the laboratory, review and process accompanying documentation for appropriateness and completeness given project requirements. Enter sample receiving data and related information into the Laboratory Information Management System (LIMS); review samples and documentation and notify appropriate personnel of any problems or discrepancies between samples and project requirements. Maintain knowledge with chain of custody, quality assurance and safety requirements and guidelines. Maintain knowledge with sample container and preservation requirements for analyses conducted within the laboratory.
- Subcontract samples to external laboratories. Prepare samples for subcontracting, arrange for shipment of samples, track information from external laboratories, and reconcile invoices with external lab documentation. Prepare all required documentation for payment of invoices including online receiving. Assist in establishing contracts with external laboratories and in evaluating subcontracting work. Identify and implement improvements to subcontracting system.
- Prepare reagents, standard solutions, laboratory equipment, and environmental samples for all types of Conventional analyses (nutrients, chlorophyll, BOD, COD, TOC, ion chromatography, cyanide, pH, conductivity, alkalinity, turbidity, and solids).
- Using standardized procedures, perform a variety of moderately complex Conventional analyses by autoanalyzers, autotitrator, Ion Chromatograph, TOC analyzers, UV-visible spectrophotometers, fluorometer, and a variety of other manual procedures.
- Perform chemical analyses using technical analytical instrumentation and following standard operating procedures. Monitor analysis for instrument or analytical problems. Perform instrument calibration, maintenance, and troubleshooting on laboratory equipment.
- Utilize computer software to prioritize work, track samples, acquire data, and perform calculations on results of laboratory tests. Transfer data into computerized databases to track data and sample analysis progress.
- Perform QA/QC activities to ensure that tests are in control and that quality of data meets project needs. Evaluate quality control results, identify deficiencies and take corrective actions.
- Participate actively as a member of the Conventional team. Keep co-workers informed on project status, problems with samples, instrumentation, etc. Constructively participate in group problem solving and decision making. Represent the Conventional team on committees such as the safety, PC, and LIMS committees.
- Incorporate certification and other regulatory requirements and amendments into laboratory services with assistance. Write and review standard operating procedures in support of quality assurance program and accreditation.
- Serve as a technical coordinator on project teams. Review and provide feedback on project documentation such as sampling and analysis plans (SAPs) and permits. Produce sample reports for customers including data interpretation in narrative form.
- Maintain an inventory and order routine laboratory supplies. Receive supplies and document appropriate paperwork.
- Follow safety requirements and guidelines. Recognize and correct potential safety hazards.

REQUIRED MINIMUM QUALIFICATIONS:

- A Bachelor's degree in chemistry or an equivalent combination of experience and education is required.
- A minimum of one year of inorganic environmental lab chemistry experience.
- Knowledge and understanding of EPA and other approved conventional (physical / wet chemistry) analytical protocols.
- Skill in operating, maintaining, and troubleshooting general lab equipment (motorized micro pipettes, balances, ovens, incubators, sonicators, and homogenization equipment) and moderately complex automated instrumentation (autoanalyzers, TOC analyzers, chromatography systems, spectrophotometers).
- Knowledge and understanding of principles of inorganic, organic, and analytical chemistry, and relevant mathematics and statistics.
- Proficiency using computer applications including LIMS, Word, Excel, and vendor specialized software.

- Demonstrated ability to communicate in terms of producing standard operating procedures; producing sample reports for customers (including data interpretation in narrative form); and participating in team and committee efforts of problem solving and decision making. Position also requires the ability to present project status updates and represent the unit in committees.
- Demonstrated ability to work successfully under supervision and independently within a team environment.
- Ability to work effectively with customers; perform multiple tasks simultaneously under tight deadlines; and be very detail oriented.
- Must be able to perform all of the primary job functions.

DESIRABLE KNOWLEDGE, SKILLS & ABILITIES:

- Laboratory experience in conventional chemistry procedures.
- Experience with sample login.

WORK ENVIRONMENT: Heavy workload, deadline pressure and interruptions due to changing priorities and malfunctioning equipment are not uncommon. Work is performed in a laboratory environment, with exposure to noxious fumes, harmful chemicals, biohazards, and high-volume or high frequency noise, and risk of exposure to high voltage electricity, harmful chemicals, very hot or cold materials, potential explosives, pressurized gas and sharp objects. Exposure and risk of exposure are minimized by adherence to appropriate laboratory safety practices.

PHYSICAL REQUIREMENTS: Requires precision in operating and using delicate laboratory equipment and glassware with accuracy. Ability to stand/position oneself at a laboratory hood for prolonged periods of time; occasional to frequent lifting of up to 40 pounds; raising and holding heavy bottles above the head; and moving, manipulating/positioning large and bulky materials. This position requires the ability to repetitively prepare and mix samples, which involves shaking and pouring samples, using repetitive hand and wrist motion and some kneeling and stooping.

Supplemental Questions:

Answers to the following questions must be completed and submitted with the application. The following questions address important elements of this position and the information you provide will help to determine your eligibility for further consideration. You will be evaluated on the clarity of your response and the level and extent of knowledge. Please limit your response to each question to no more than one page.

1. Please complete the following table.

Type of Analysis	Number of Years of Experience	List all Applicable Matrices Used: (surface water, salt, water, industrial effluent, municipal influent and effluent, biosolids, soils, fresh and marine sediments)	List type of Equipment and Instrumentation Used:
pH			
Turbidity			
Alkalinity			
TSS			
Settleable Solids			
BOD			
COD			
TOC			
Total Cyanide			
Weak Acid Dissociable Cyanide			
Chlorophyll a			
Ortho phosphorus			
Nitrite + Nitrate			
Ammonia			
Silica			
Total Phosphorus			
Total Nitrogen			
Other:			

