

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** REVISED MAY 12, 2004

### LABORATORY HELPER

**DISTINGUISHING FEATURES OF THE CLASS:** This is a laboratory position involving the physical, chemical and bacteriological examination of raw and treated wastewater and sludge. The work is performed under the direct supervision of a higher-level laboratory employee and requires strict adherence to established procedures. The incumbent is responsible for cleaning and sterilizing glassware and utensils in a laboratory. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the collection of samples for laboratory analysis;
2. Assists in performing routine physical, chemical and bacteriological examination of water, wastewater and slugs under direct supervision of a higher level laboratory employee;
3. Cleans and sterilizes laboratory glassware and instruments, such as test tubes, corks, caps, bottles, slides, and needles;
4. Maintains laboratory equipment, such as stills, sinks, sterilizers, refrigerators and stoves and other chemical storage facilities in a safe, clean and orderly condition;
5. Dries, sorts, labels, and distributes glassware; collects and distributes specimens; orders and stores supplies;
6. May do general cleaning and assist in the care of experimental animals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of modern laboratory techniques, equipment, terminology and safety precautions used in the general analysis of water wastewater and sludge; working knowledge of cleaning methods, materials, and equipment; ability to understand and follow simple verbal and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; willingness to perform routine simple tasks; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Completion of a standard grade school course and completion of one (1) year of high school Chemistry or equivalent.

05/12/2004; 01/30/1978