



**POSITION DESCRIPTION  
CITY OF MUNCIE, INDIANA  
SANITARY DISTRICT**

**POSITION:** Lab Analyst  
**DEPARTMENT:** Bureau of Water Quality  
**WORK SCHEDULE:** 7:00 a.m. - 3:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2010 **STATUS:** Full-time  
**DATE REVISED:** February 2024 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Lab Analyst for the Muncie Sanitary District Bureau of Water Quality, responsible performing a variety of chemical and bacteriological tests on surface waters, industrial wastes, domestic wastes and other type samples.

**DUTIES:**

- Performs bacteriological examinations and chemical analyses, including, but not limited to surface water, industrial wastes, and Muncie Water Pollution Control Facility samples.
- Adheres to USEPA and IDEM approved preparation and test methods determining compliance with local, state, and federal water quality laws and regulations.
- Prepares analysis and operates a variety of laboratory equipment and performs routines maintenance and cleaning as required.
- Maintains clean, safe, work environment, including utilizing accepted methods for cleaning spills, and leaving work station clean and dry upon completion of tasks.
- Ensures accurate recording of data relating to sample analyses and calculations on laboratory bench sheets.
- Collects and organizes bacteriological and chemical analysis data into appropriate formats and assists with completing and submitting required reports and documents to Laboratory Manager and/or appropriate local, state, or federal officials and agencies.
- Adheres to Sanitary District and Bureau policies and federal, state, and local safety practices and policies.
- Performs special chemical and bacteriological examinations for outside agencies as assigned by Director.
- Enter quality control data in control chart database and enters only QA/OC defensible results into database prior to submitting data to Laboratory Manager for review, including notifying Laboratory Manager of unusual analytical results and performs specified corrective action for results that exceed Quality Control limits.



- Attends constructive and educational technical workshops and conferences with proper approval.
- Participates in various Bureau activities as directed.
- Serves on call and occasionally responds to emergencies on 24-hour basis from off-duty status.
- Maintains employer-funded membership with various organizations, such as Water Environment Federation (WEF), and Indiana Water Environment Association (IWEA).
- Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

- Baccalaureate degree in science and/or science related field.
- Ability to meet all Department hiring requirements, including passage of drug test.
- Thorough knowledge of and ability to make practical application of standard principles and practices of general scientific methods and procedures, and knowledge of standard safety regulations.
- Working knowledge and understanding of federal, state, and local ordinances and laws relating to water quality.
- Working knowledge of Standard English grammar, spelling, and punctuation, and ability to organize and file data and prepare detailed reports as required.
- Knowledge of and ability to make prudent decision regarding water testing based upon standard chemical testing procedures and analytical data.
- Knowledge of standard filing systems and ability to maintain accurate and complete Department records and files.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, other City departments, various government officials, independent laboratories, industrial representatives, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and operations.
- Ability to utilize computerized programs and related software as required.
- Ability to properly operate standard office and scientific equipment, including computer, calculator, and various specialized scientific equipment.
- Ability to compare or observe similarities and differences in data, compile, analyze and evaluate data, and make determinations based on data analyses.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to work alone with minimum supervision and with others in a team environment.



- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Ability to plan and layout assigned work projects and perform arithmetic calculations.
- Ability to occasionally work extended hours, weekends, and/or evenings and occasionally travel out of town for conferences and/or training, sometimes overnight.
- Ability to regularly serve on call and occasionally respond to emergencies on 24-hour basis from off-duty status.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties which are moderately complex according to general and specialized instructions with assignments and objectives set jointly by incumbent and immediate supervisor, maintaining responsibility for bacteriological examinations and chemical analyses and ensuring accurate recording of data relating to sample and analyses.

## **III. RESPONSIBILITY:**

Incumbent applies knowledge of principles and standard practices of chemical monitoring and overall water quality through acceptable sampling procedures to achieve compliance with specifications and regulations and exercises independent judgement in recognizing atypical results. Decisions and work product are reviewed primarily for technical accuracy and compliance with legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, various government officials, independent laboratories, industrial representatives, and the public for purposes of giving and receiving information.

Incumbent reports directly to Laboratory Manager and/or BWQ Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a laboratory, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying equipment weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, driving, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to varying weather conditions and physical hazards normally associated with sampling sites, and may be required to respond to situations involving potential physical harm to self and others. Incumbent occasionally works extended hours, weekends, and/or evenings and occasionally travels out of town for conferences and/or trainings, sometimes overnight and regularly serves on call and occasionally responds to emergencies on 24-hour basis from off-duty status.



**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Lab Analyst for the Bureau of Water Quality describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**CONTACT:**

Please email a cover letter and resume to:

Greg Norris, Lab Manager  
Email: gnorris@msdeng.com