

**ASSISTANT LABORATORY TECHNICIAN**  
**(WATER BOARD)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists with the Upper Mohawk Valley Regional Water Board. The incumbent performs routine, technical laboratory work involving responsibility to assist in the preparation for, and the sanitary analysis of, water. A high degree of alertness and accuracy is required, since errors may result in danger to the health of the citizens of the community. The work is performed in accordance with prescribed procedures, under the immediate supervision of a Senior Laboratory Technician or Laboratory Technician, who is available for consultation on special problems. Supervision is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Operates hot air oven in sterilizing laboratory glassware;  
Operates steam autoclave in sterilizing prepared media;  
Closely observes temperature and pressure gauges to ensure proper sterilization;  
Arranges necessary apparatus and glassware for testing water supplies;  
Assists in the preparation of bacteriological cultures, stains, and dyes;  
Assists in setting up equipment necessary in routine sanitary analysis of water including physical, chemical, bacteriological and microscopic examinations;  
Assists in maintaining related records and preparing activity reports;  
Performs a variety of clerical and housekeeping duties in the water analysis laboratory.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of modern techniques, testing practices, equipment and terminology used in a water analysis laboratory; working knowledge of the fundamentals of bacteriology, biology and chemistry as they relate to water analysis; ability to operate a steam autoclave and hot air oven used in a laboratory; ability to arrange laboratory apparatus and glassware and prepare media for testing; ability to understand and follow oral and written instructions; ability to maintain routine records and prepare related reports; thoroughness; dependability; high degree of accuracy; good hand and eye coordination; good judgement.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** completion of a one-year approved course in laboratory technology; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of experience in routine technical work in an industrial, medical or public health laboratory; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.