

PORTAGE COUNTY Water Resources

TITLE: Biologist

JOB OBJECTIVES: Under the direction of the Technology Manager, incumbent is responsible for performing laboratory testing procedures on water and wastewater samples and communicating these results.

ESSENTIAL JOB FUNCTIONS:

- Perform chemical, biological and bacteriological analysis of water and wastewater samples to ensure that water in systems meets the requirements and standards as established by State and Federal laws and regulations.
- Prepare records containing results of testing procedures.
- Perform quality control activities.
- Utilize test results and calculating ratios and indexes.
- Maintain laboratory equipment and laboratory area cleanliness.
- Perform various clerical duties in gathering data to be used in the preparation of required reports.
- Assist with laboratory scheduling.
- Perform site inspections, maintain records, and act as department liaison on issues related to Source Water Protection Programs.
- Place orders, receives shipments and verifies orders.
- Maintain laboratory records.
- Assist with Bio-Solids Program, analyze data and prepare Federal and State sludge reports.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: computer, printers, copier, fax machine, calculator, other laboratory equipment

Critical Skills/Expertise:

- Knowledge of water and wastewater testing methods and equipment.
- Knowledge of Federal and State water and wastewater rules and regulations.
- Knowledge of safety practices and procedures.
- Knowledge of County and departmental policies and procedures.

- Knowledge of bacteriology, chemistry, and biology.
- Ability to deal with many variables and determine specific actions.
- Ability to use statistical analysis.
- Ability to prepare meaningful, concise, and accurate reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather, collate, and/or classify data.
- Ability to work with little supervision.
- Ability to interpret a variety of instructions in written, oral, picture, or schedule form.
- Ability to calculate fractions, decimals, and percentages.
- Knowledge of computers and related equipment and software proficiency in MS Word, Outlook, and Excel.

Job Standards:

Bachelor's Degree in Biology, Chemistry or other Natural Science is required, along with strong bench chemistry skills. Prior water or wastewater laboratory experience is desired. Incumbent must have a valid Ohio driver's license. Incumbent must obtain Ohio certification in bacteriology, water chemistry, metals analysis, within two (2) years of employment. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing county driver eligibility standards.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures.

III. RESPONSIBILITY

Manager provides detailed and technical instructions when needed, and reviews work regularly. Incumbent makes general decisions regarding work independently. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Incumbent independently oversees assigned areas, including quality assurance and control and problem solving. Resolves details and keeps supervisor/manager informed of status.

IV. PERSONAL RELATIONSHIPS

Incumbent has contact with co-workers and employees in the department as well as customers and the general public. The purpose of these contacts is to test water and wastewater samples and communicate findings.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT**Physical****Requirements:**

Incumbent performs work which may require lifting up to one fifty (50) pounds occasionally. Work done at counters while standing for periods of up to eight (8) hours at a time. Ability to operate a motor vehicle.

Physical Activity:

Incumbent performs the following physical activities: fingering, grasping, walking, standing, driving, reaching and talking.

Visual Activity:

Incumbent performs work where the seeing job is close to the eyes.

Job Location:

Incumbent works mostly inside with occasional exposure to adverse environmental conditions, outdoors and is occasionally exposed to hazardous material and chemicals.