

CITY OF CHATTANOOGA

Classification Specification Title: Laboratory Intern (Wastewater)

Department: Wastewater

Pay Grade: GS.04

Supervision Received From: Manager Laboratory Services

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

10/20/23; 9/30/22

CLASSIFICATION SUMMARY:

Incumbents in this classification work with trained analysts to perform qualitative and quantitative analysis on a variety of wastewater, industrial and plant samples. Duties may include collecting and analyzing samples, preparing samples for analysis, preparing and maintaining a variety of records, calibrating laboratory equipment, and monitoring laboratory supplies and inventory. Works under direct supervision.

SERIES LEVEL:Laboratory Intern is a stand-alone position that is filled on an as-needed basis. However, it may help fulfill qualifications for the Laboratory Technician 1 position.

NOTE: This is a temporary position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

While working under the direction of trained, full-time analysts: Analyzes wastewater samples by performing a variety of standard chemical, bacteriological and physical examinations in order to test parameters for a variety of water quality items.

Collects and receives wastewater samples, industrial waste samples, and plant samples; verifies and maintains chain of custody for samples.

Enters testing results into the applicable database; reviews data entered by other employees for completeness and accuracy.

Calibrates and maintains laboratory equipment and prepares standard solutions and reagent solutions for use in daily analytical testing.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

An Associate's Degree with coursework in Chemistry, Biology, or Environmental Science or current enrollment in a program leading to one of these degrees.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION

An introductory knowledge of chemistry and biology theory and concepts; laboratory equipment, machinery, tools and materials; data analysis techniques; mathematical concepts and chain of custody principles. The following knowledge and skills are helpful if present but will be learned, as needed, during the course of the internship: Skill in operating, maneuvering and controlling the actions of applicable laboratory equipment, tools and materials; evaluating, auditing, deducing and assessing data utilizing established guidelines; performing mathematical calculations, including linear regression; interpreting diagrams and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing and seeing.

WORK ENVIRONMENT: Medium Work: Exerting up-to 50 pounds of force occasionally and/or up-to 20 pounds of force frequently and/or up-to 10 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, gasses, poor ventilation, chemicals, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.