

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

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Title: Laboratory Intern		Number of Pages: 2
Originators: Laboratory Services Manager		Approved By: Mike Urbancic
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**DIVISION:** Environmental Programs                      **PAY GRADE:** \$12.50

**DEPARTMENT:** Environmental Programs                      **EXEMPT:** No

**REPORTS TO:** Laboratory Services Manager

**SUBORDINATES:** None

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**SUMMARY:**

This position assists Laboratory Services personnel with daily analytical activities in the main lab and in other NEW Water laboratory functions as appropriate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs analysis on wastewater and sludge samples in support of plant operations, the billing process, the Pretreatment Program, and the Ambient Water Quality Monitoring Program (AWQMP). Must become proficient in the following parameters: pH , solids ( total, volatile, and suspended), Chemical Oxygen Demand (COD), and chloride. (70%)

Assist with glassware and sample container cleaning. (20%)

Maintains appropriate bench sheets and quality control records. (10%)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge - Have a general science background with good knowledge of laboratory practices and terminology, chemistry, and biology.

Skills and Abilities - Considerable teamwork skills and abilities are required. Must be reliable, work with initiative, and work effectively with co-workers. Requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision.

Good technical skills and abilities are required. Requires good laboratory techniques, basic mechanical abilities, and good computer skills in spreadsheet applications.

**QUALIFICATIONS:**

The successful candidate must be a student enrolled in college course work in lab technology, chemistry, biology or related field. One year of post secondary education in lab related field is preferred.

**WORKING CONDITIONS:**

Normal working conditions call for minor levels of light lifting, standing, and walking. The work is performed in a laboratory environment where safety devices and procedures are regularly used to minimize exposure to environmental hazards. The work is scheduled Monday through Friday, generally between the hours of 7:00 a.m. to 3:30 p.m.

**APPLICATION:**

This position description is intended to identify essential duties and illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision  
at any time at the discretion of management.**