



MI'KMAQ NATION JOB DESCRIPTION

TITLE: Laboratory Technician/Analyst

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Environmental Laboratory Manager

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: Provides laboratory administrative support (client interactions, reporting, inventory management) and performs field and laboratory tests to determine biological, chemical, and physical characteristics or composition of solid, liquid, or gaseous environmental samples by performing the following duties.

EDUCATION (OR EQUIVALENT EXPERIENCE): At a minimum, must have a high school diploma or equivalent. Successful completion of at least one semester of college-level chemistry and one semester of college-level microbiology is preferred. Additional college-level laboratory sciences extremely desirable. Bachelor's degree (B.S.) or equivalent in biology, microbiology, chemistry, engineering, environmental sciences, physical sciences or equivalent is highly preferred.

If the applicant does not hold a B.S., the applicant must enroll in a college they can attend while holding this position within 4 months of hire date and start college part-time (preferably in one of these degrees) within one year of their hire date to hold this position.

EXPERIENCE: Six months to one year laboratory experience and/or training, highly preferred.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: **COMPUTER SKILLS.** Microsoft Office (MS-Word, MS-Excel) experience required. Typing skills required as laboratory logbooks and programs (Promium) are all electronic. **LANGUAGE SKILL.** Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from customers, regulatory agencies, or members of the Tribal community. **MATHEMATICAL SKILLS.** Ability to work with mathematical concepts such as probability and statistical inference, and ability to apply concepts such as fractions, percentages, ratios, and proportions to laboratory calculations. **REASONING SKILLS.** Ability to apply principles of logical or scientific thinking to a wide range of scientific problems. Ability to understand nonverbal symbolism (formulas, scientific equations, graphs). Ability to understand a variety of abstract and concrete variables.

WORKING CONDITIONS: Laboratory environment, occasionally at field locations (project) throughout

Aroostook County.

FUNCTIONS/TASKS include the following (other duties may be assigned):

1. Prepares and distributes water sampling test kits to laboratory clients.
2. Greets laboratory clients and answers water testing questions, including providing troubleshooting advice for faulty water supply systems.
3. Answers laboratory telephone calls and provides assistance as necessary to laboratory clients.
4. Maintains laboratory supplies inventory and orders supplies as necessary.
5. Sets up, adjusts, and operates field and laboratory equipment and instruments such as pH meters, dissolved oxygen meters, microscopes, centrifuges, incubators, agitators, laboratory balances, spectrophotometers, colorimeters, and other equipment.
6. Performs field and laboratory analytical tests on environmental samples utilizing EPA, APHA, and ASTM test methods.
7. Responsible for assisting with the development of field and laboratory quality control procedures and adhering to quality control procedures that have been implemented.
8. Cleans and sterilizes field and laboratory equipment.
9. Calibrates field and laboratory instruments.
10. Prepares chemical solutions and microbiological media according to standard formulas.
11. Prepares accurate field and laboratory reports, including complete documentation of all quality control results.
12. Responsible for data analysis and reduction, and preparation of written reports for clients and regulatory agencies.
13. Occasional responsibility for field investigations for environmental projects, including field of air, water, and soil samples.
14. Successfully completes in-service training requirements (health and safety, data management, etc.) for laboratory staff.
15. Occasionally attends local and out-of-state in-service workshops and training sessions pertinent to the program.
16. Reviews, signs, and adheres to the Privacy Act of 1974.
17. Reviews and abides by Tribal personnel policies.
18. Reports to work, meetings, training, and scheduled appointments on time.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.