



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT MICROBIOLOGIST

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 38 <b>Job #:</b> YA75
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### JOB SUMMARY

This is the entry level position performing Assistant Microbiologist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists with development of new or improved environmental microbiological or biological testing methods and laboratory procedures for use in determining water quality.
2. Conducts routine microbiological, biological, or chemical tests; learns and assists with evaluating data and validating results.
3. May perform sample collection and assists with isolation and identification of aquatic organisms to aid in management and treatment strategies.
4. Prepares standard solutions, reagents, and media as required.
5. Assists with special research projects in support of water quality.
6. Collects data related to water quality analyses. Learns and assists with analysis and interpretation of water quality data. Assists with preparation of technical reports.
7. Learns and assists in developing or updating quality assurance/quality control plans, and standard operating procedures.

8. May provide training on laboratory procedures.
9. Operates, maintains, and troubleshoots basic laboratory and field equipment and instrumentation.
10. May participate on a project team.
11. Performs other related Microbiologist job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field.

**Required Knowledge of:** General microbiology and biology; basic culture techniques; aseptic techniques; basic statistics; laboratory techniques; and basic laboratory safety protocols; and current office technology and equipment.

**Required Skills and Abilities to:** Basic data analysis; apply laboratory techniques; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

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**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.

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