

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and participating in the development and maintenance of chemical, biological and microbiological testing programs for the City's water, wastewater plants, distribution system and streams; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises and trains laboratory personnel in the appropriate testing procedures and implements changes as needed
- Establishes laboratory analysis procedures and monitors adherence to testing for effective quality control
- Assesses material and equipment needs of the laboratory and initiates purchasing requests
- Performs calibration of instruments used, in order that federal, state, and local testing requirements are met
- Documents and maintains procedures and results to ensure compliance with federal and state regulations
- Analyzes drinking water and effluent for compliance with regulations
- Establishes and maintains a testing program to identify bacteria and organisms in the raw water supply
- Maintains worksite safety
- Provides technical assistance to user groups, customers and subordinates
- Alerts plant operating personnel to potential water, wastewater or environmental problems and assists other City personnel in solving the problems in a timely manner
- Uses Laboratory information management system and spreadsheets to coordinate data management and generate informational report to customers and City departments
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in microbiology, biology, or a closely related field of science; **and,**
- (b) Four (4) years of progressively responsible experience in microbiological, chemical, environmental water/wastewater laboratory testing.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the procedures, practices, and technology of microbiological and chemical testing laboratory work related to drinking water and wastewater
- Good knowledge of limnology as related to fresh source water
- Comprehensive knowledge of cellular or molecular biology for testing of water quality organisms
- Comprehensive knowledge of qualitative and quantitative analysis
- Comprehensive knowledge of environmental microbiology
- Good knowledge of complex and specialized testing equipment
- Good knowledge of raw water treatment chemicals and processes
- Good knowledge of federal, state, and local water testing requirements and standards

Ability to:

- Train and supervise others



CLASS TITLE | MICROBIOLOGIST

PAY GRADE: ST-43 | www.cityoftulsa.org/pay

Class Code: 1503

Effective Date : 02/14/2024

- Perform a broad variety of laboratory tests and to prepare detailed analytical reports
- Perform office and administrative tasks
- Communicate in a courteous and tactful manor with fellow workers, supervisors, other members of the organization, and the public when giving and receiving information

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license (some positions); **and,**
- b) Possession of a valid Class "B" Water/Wastewater Laboratory Operator's License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting.

EEO Code: E-03

Group: Cultural, Legal, and Sciences

Series: Sciences