

LABORATORY HELPER

Code No.: 4-08-010

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position responsible for cleaning and sterilizing glassware, utensils and other equipment used in laboratory work. The employee reports directly to and works under the direct supervision of a laboratory technician. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Sterilizes by steaming, autoclaving and/or washing in soap and water or chemical reagents items such as test tubes, bottles, pipettes, slides, needles, corks and caps;

Dries, sorts, labels and delivers glassware to laboratories or floors;

Maintains equipment such as sterilizers, stills, sinks, refrigerators and stoves in a clean and orderly condition;

Stores supplies in cabinets and on shelves;

Keeps simple records of supplies used.

WHEN ASSIGNED TO MONROE COUNTY WATER AUTHORITY:

Obtains water samples from selected offsite distribution sampling points, and residential and commercial customers;

Records samples in log book, noting laboratory sample number, chlorine residual, time of collection, water temperature;

Picks up laboratory supplies from local distributors;

Lifts and carries supplies and samples of significant weight;

Obtains samples at offsite locations including Monroe County Water Authority facilities and residential and commercial sites;

Climbs ladders or stairs and enters confined or restricted spaces including subgrade facilities, and maneuvers or works in tight quarters around machinery.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of methods of water sample collection; ability to understand and follow simple oral and written directions; ability to maintain simple records; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS (WATER AUTHORITY):

Possession of a valid New York State Class D Operator's License at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 17, 1978

REVISED: January 20, 1983

REVISED: April 15, 1993