



**WINNEBAGO COUNTY HEALTH DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title:</b>	Technician – Laboratory
<b>Center:</b>	EHI
<b>Reports to:</b>	EH Laboratory Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Grade Level:</b>	14
<b>Date Created/last reviewed:</b>	1/20/2015

**POSITION SUMMARY**

**ESSENTIAL FUNCTIONS:**

The Environmental Health Laboratory Technician supports population health in Winnebago County by performing environmental water testing and other tasks that are specialized and /or technical in nature, and are performed under limited supervision. This includes but not limited to technical and clerical assistance, maintaining all needed lab certifications related for biological testing such as coliform, microbiological CLIA (Clinical Laboratory Improvement Act) testing, West Nile Virus analysis, and various qualitative and quantitative chemical testing such as nitrate and VOC (volatile organic compounds) testing. Services provided routinely during normal business hours and occur on weekends and evenings as needed.

**Public Health Sciences**

- Assist with services and essential functions of public health, including individual and population services as needed within the scope of training.
- Assist with the CLIA/IDPH (Illinois Department of Public Health)/IEPA (Illinois Environmental Protection Action) testing performed by all Centers of the WCHD.
- Provides input and assist with all required lab reports and documentation in accordance with all applicable rules, regulations, practices, and procedures for laboratory services.
- Maintain a safe working environment by following standards set by Occupational Safety and Health Administration (OSHA).
- Ensures lab equipment/instruments are maintained and calibrated on schedule.
- Maintains Quality Manuals for IEPA and IDPH to ensure compliance with current standards of practice.
- Performs West Nile Virus testing requirements according to the IDPH grant during mosquito season.
- Assist with Environmental Health clerical intake duties

### **Community Dimensions of Practice**

- As directed, obtains and maintains laboratory data that provide information on the community's health.
- Assist in preparation of reports and laboratory public health documents.

### **Analysis and Assessment**

- Adheres to ethical principles in the collection, testing, maintenance, use and dissemination of data and information.
- Provides input by using critical thinking skills throughout the assessment and analysis process.
- Interprets quantitative and qualitative laboratory data and its impact on environmental health.

### **Policy Development and Program Planning**

- Provides input in the development, implementation and updating of policies, procedures, federal and state requirements as well as quality assurance/improvement systems.
- Contributes to policy development by coordinating the collection of relevant information, developing policy options, and using decision analysis for option feasibility and selection.
- Collaborates with the laboratory Supervisor to develop the program's business plans and work plans.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in developing individual, team, and Departmental quality improvement and evaluation activities

### **Communication and Cultural Competency**

- Uses a variety of approaches to present demographic, statistical, programmatic, and scientific information for use by professional and lay audiences.
- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or departments/divisions.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Processes email and/or print communication that may require attaching related correspondence or information before forwarding, respond to communication that can be handled personally, identify priority and/or time sensitive matters.

### **Other**

- Performs public health emergency response duties as assigned and consistent with training and job classification.

- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

**BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**Education, Licensure, Certifications, Experience**

- Bachelor's degree in chemical, physical or biological science or medical technology from an accredited institution.
- At least 2 years of Environmental and/or CLIA lab experience.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
  - Within 6 months of employment: ICS 100, ICS 700
- Successful completion of WCHD HIPAA & Blood borne Pathogens Training.

**Other**

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.

- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
  - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
  - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

#### **TOOLS AND EQUIPMENT USED**

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer. Must be able to utilize various pieces of lab equipment such as meters, microscopes, colony counters, centrifuge, rotors, pipets, incubators, water baths, timers, etc.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical lab environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.