

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LAB TECHNICIAN
CLASS CODE: 3355

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/03/2016 (Revises 6/14/2008 version)
DEPARTMENT: DRUG AND ALCOHOL PREVENTION AND TREATMENT

JOB SUMMARY

Under general supervision of a Program Coordinator-Substance Abuse, performs basic laboratory work in conducting forensic quality analysis and preliminary testing for drugs and alcohol in order to provide reliable data to requesting programs and agencies.

ESSENTIAL FUNCTIONS

Follows chain-of-custody and Utah County Division of Substance Abuse Drug Testing Laboratory processes in performing immunoassay screening for drugs of abuse.

Observes client during the process of providing a urine sample in order to prevent tampering of specimen.

Operates and maintains the V-twin Biochemical analyzer according to strict methodologies.

Analyzes, reviews and interprets data in accordance with the Substance Abuse Mental Health Services Administration (SAMHSA) mandatory guidelines and other regulatory organizations.

Enters client information and testing results into data base ensuring strict confidentiality of client information.

Constructs, maintains and operates standard laboratory equipment; runs calibration and controls, pipetts samples and volumetric solutions; manages the distribution of reagents and waste contamination.

Stores, inventories, rotates, and orders laboratory supplies.

Maintains security of testing equipment and supplies by following strict procedures and by conducting necessary checks.

Complies with bio-hazard safety standards through proper handling of potentially hazardous chemicals and biological agents in the workplace.

Collects drug testing samples from other sites and delivers supplies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: drug screening analysis and specimen validity testing of urine samples including interpretation of numeric readings/ratios; HIPPA and other laws and regulations relevant to work performed; current drug use trends; standard office procedures.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow general instructions; maintain professionalism while working with clientele from diverse circumstances and backgrounds.

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PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands or stoops; uses full spectrum vision including identifying and distinguishing color and adjusting focus; uses tools or equipment requiring a high degree of dexterity and hand/eye coordination.

Occasionally: lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work exposes the incumbent to hazardous chemicals and requires the use of protective gear such as glasses, gloves and lab coat. Work exposes the incumbent to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Bachelor's degree in biology or a related science OR high school diploma or equivalent and two (2) years of work experience in a laboratory, clinical, medical or other related setting.

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants are subject to, and must pass, a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.