

**CLASS SPECIFICATION FOR**  
**Laboratory Aide**

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**GENERAL STATEMENT OF DUTIES:** Performs routine tests in a laboratory or in the field; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs the more routine, less-complex tests, both in the laboratory and in the field. An incumbent may prepare for testing or assist other personnel in performing the more complicated tests. The incumbent records results and performs related arithmetical calculations. Close supervision is received from a Laboratory Technician or a Chemist; however, an incumbent working in the field may work with no direct supervision; problems and questions in both the laboratory and the field are referred to a supervisor for assistance.

**EXAMPLES OF WORK** (illustrative only):

- Prepares samples for testing;
- Performs dissolved-oxygen test, settleable-solid test, pH test, biochemical oxygen demand (5-day) test, and other similar tests and records test results;
- Calculates flows;
- Performs math calculations;
- Assists in more-complicated laboratory tests;
- Selects sampling sites in a designated area and collects samples for testing;
- Responds to complaints about water and handles special-sample requests;
- Completes chemical analyses such as conductivity, turbidity and sulfate/nitrate concentrations of potable water and landfill samples;
- Performs general maintenance duties, including vehicle upkeep and cleanup of laboratory;
- Asks residents if samples may be collected from outside spigots;
- Performs a chlorine test on water from the sample site;
- Flushes and flames, using a propane torch, the sampling source;
- Completes a sample collection form noting address, area, results of chlorine test, etc.;
- Operates a pickup truck to collect the samples;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Some knowledge of laboratory procedures and chemical terms and usage; ability to follow instructions explicitly; ability to establish and maintain a good working relationship with the public; ability to write legibly; ability to keep records and to make mathematical calculations; ability to pay close attention to detail; physical condition that permits such activities as walking and standing for extended periods, bending, and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably with a course in chemistry; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Some positions may require possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.