

## Technician II

Division: Analytics Corporation

Department: Organic Environmental, Inorganic, Wet Chemistry

Location: Ashland, VA

### Reporting

This position reports to the supervisor/manager of the Environmental, Inorganic or Wet Chemistry Department.

### Principle Duties and Responsibility

1. Retrieves samples from the Sample Administration Department and other laboratory sections to prepare for analysis.
2. Prepares samples for analysis in accordance with the Analytics SOP.
3. Logs extraction results into the LIMS.
4. Becomes familiar with all published methods governing the testing performed in the department. Methods are published through a variety of agencies including but not limited to EPA, NIOSH, Standard Methods, various states and OSHA.
5. Cleans glassware and maintains all minor equipment to support all testing performed in the Department i.e. pipettes, balances, etc.
6. Maintains logs documenting operations in the department.
7. Inventories and maintains solvents, chemicals and supplies required to support operations in the department.
8. Prepares standards and solutions to support operations in the Department.
9. Performs cleaning of section as required to maintain a professional, organized working area in the laboratory.
10. Capable of performing all job functions of the Technician I position following appropriate cross training.
11. Other duties as assigned.