



Navajo Agricultural Product Industry Job Description

Job Title: **Laboratory Technician I**

Location: **Agricultural Testing & Research Lab**

Work Schedule: **Varied**

Department: **853 NAPI ATRL**

Exemption Status: **Non-Exempt**

Grade: **15** Salary Range: **\$11.81 to \$14.29**

Reporting Relationship: **This position reports to the Laboratory Manager**

Summaries of Duties and Responsibilities

This position was created to perform technical laboratory procedures for the preparation and analysis of samples, data reporting and archiving, maintenance of laboratory equipment and facilities.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Receive and prepare laboratory samples for analysis, following proper protocols to ensure that they will be stored, prepared, and disposed of efficiently and effectively.
2. Train to adjust laboratory instruments and prepare chemical solutions and standards, following standard procedures.
3. Train to analyze samples according to standard operating procedures and QA/QC protocols.
4. Properly dispose of samples, solutions, and chemicals when testing is completed.
5. Properly clean and store instrument equipment. Train to perform routine maintenance on equipment.



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6. Prepare data summaries, reports, and analyses that include results, charts, and graphs to document research findings and results.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- Requires a High School Diploma (or GED or High School Equivalence).
- Requires some college course work in soil science, chemistry or related agricultural courses.
- Requires a minimum of 6 months laboratory experience. Education/Training can be substituted for previous work experience.
- Requires the incumbent to have a valid driver's license with an acceptable driving record.
- Requires the incumbent to have ability to communicate information and ideas so other will understand, both verbally and in written form.
- Ability to speak in Navajo is highly preferred.
- Ability to train in a laboratory environment.
- Ability to train on operating ICP, NIRS, and LECO.
- Requires some knowledge of chemistry and laboratory procedures.
- Requires being careful about detail and thorough in completing work tasks.
- Requires being reliable, responsible, and dependable, and fulfilling obligations.
- Requires being honest and ethical.
- Requires a willingness to take on responsibilities and challenges.
- Requires keeping up-to-date technically and applying new knowledge to your job.
- Requires adhering to dress code standards, lab coat and personal protective equipment.

Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals.

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Squatting
Physical Flexibility	Visual Color Perception	Twisting
Reaction Time	Sitting	Whole Body Steadiness



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Standing

Manual Dexterity

Walking

Lifting 40# minimum

Business machines and computer software used:

Ability to operate a Company Vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 or newer version (Word, Excel, Power Point, Project, & Outlook)

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date