



**City of Tavares**  
**Position Vacancy Announcement**

[www.TavaresFL.gov/jobs](http://www.TavaresFL.gov/jobs)

**March 12, 2026**

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|------------------------|--------------------------|
| <b>Position Title:</b> | <b>Lab Analyst</b>       |
| <b>Hourly Range:</b>   | <b>\$23.57 - \$28.57</b> |
| <b>Closing Date:</b>   | <b>Open Until Filled</b> |

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Routine laboratory and /or field work in the performance of a variety of tests or procedures. Conduct routine chemical and microbiological analysis, utilizing standard test procedures. Work is performed under the supervision of the Laboratory Manager.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs a variety of chemical and microbiological analysis on samples collected from water, wastewater, groundwater and surface water using standardized test methods, for regulatory compliance.
2. Maintains records on sample preparation and analyses performed to ensure complete traceability of lab data.
3. Ensures proper lab conditions and appearance.
4. Prepares reagents, standards and media.
5. Cleans and sterilizes glassware, maintains instruments, etc.
6. Collects samples on and off-site.
7. Performs calculations and records results, both raw data, log sheets, and computer data entry.
8. Conducts laboratory correspondence related to area of work.
9. Submits analysis results to Laboratory Manager.
10. Participate in continuing education.
11. Performs Quality Control analysis on a monthly, quarterly or annual basis to maintain Florida Department of Health/ TNI Accreditation.
12. Performs Proficiency Test Studies as mandated by TNI.
13. Performs inter-laboratory collaborative trials as arranged by the Laboratory Manager.
14. Must be available to work in the event of a disaster to assist with recovery response efforts.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of chemistry and microbiology.
2. Must be able to multitask.
3. Knowledge of laboratory methods and standard operating procedures.
4. Knowledge of quality assurance programs.
5. Knowledge of LIMS (Laboratory Information Management System) preferred.
6. Ability to perform calculations for correct solution concentrations and other calculations related to quality control.
7. Must be familiar with and adhere to all laboratory safety regulations.
8. Ability to work rotating shifts including weekend duty, emergency callout.

**EDUCATION AND EXPERIENCE:**

1. Associate's or bachelor's Degree in a Science-related subject.
2. At least one (1) year of experience performing basic laboratory techniques.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

1. Possession of a valid Florida Driver's License.
2. Maintain current membership to the Florida Society of Environmental Analysts.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Moderate (15 to 50 pounds) lifting and carrying.
- Walking
- Standing
- Bending
- Stooping
- Climbing
- Driving
- Smelling

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in various weather conditions with fumes, gases, chemicals, and solvents
- Exposed to slippery surfaces and uneven surfaces

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)



The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.