CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 771.1

Job Title: **MICROBIOLOGIST I**

Pay Grade: 14

GENERAL SUMMARY:

Performs entry level bacteriological, serological and virological laboratory work according to clearly prescribed procedures and laboratory techniques.

RESPONSIBILITIES:

- Processes and tests specimens; examines and isolates the bacteriological content.
- Performs other laboratory tests; e.g., fixation tests, phosphates tests, antibiotic assays, mastitic and direct slide examinations, and other tests related to the detection of viral or fungal infections.
- Compiles various data for test results, records and reports.
- Prepares reagents, stains, and solutions for use in viral and bacteriological testing.
- Maintains and cleans laboratory equipment and supplies.
- Assists in techniques for culturing and identifying yeast and molds.

SPECIFICATIONS:

KNOWLEDGE:
A Bachelor's degree in Biology, Bacteriology, Microbiology or a closely related field is required.

When assigned to Health Department:
A Bachelor's degree in Microbiology, Biology, Chemistry, Clinical Laboratory Science, or a Physical Science from an accredited institution is required.

EXPERIENCE:
No experience is required.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

SPECIFICATIONS: (continued)

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Microbiologist I
Microbiologist II
Microbiologist III
Microbiologist IV
Laboratory Supervisor
Laboratory Manager

Effective: October 1990
Revised: March 2017
Revised: August 2023