

**TVTC
Drug Screen Collector
JOB SERIES 0001**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Pay Scale \$16.00 to \$18.00 per hour. TVTC Hourly Position Level 1

DEFINITION

Performs and is responsible for administering breathalyzers, conducting and/or observing the testing of male and female urine screens.

Performs and is responsible for administering and conducting quantitative respirator fit test utilizing a variety and types and brands of respirators.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the site supervisor or manager.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Observes, collects and tests urine samples submitted by Clients.
2. Prepares reports, forms and documents as directed or is necessary.
3. Reviews forms and documents for accuracy.
4. Maintains testing equipment, inventory of and assist in ordering urine test supplies.
5. Provides specimen test results to clients.
6. Prepares and ships specimen test requiring further testing and MRO review. Notifies client and employer of MRO review results.
7. Administers breathalyzer testing of clients utilizing current equipment and methodology. Performed to current DOT/Customer requirements.
8. Analyzes breathalyzer results and reports to client and employer results of testing.
9. Performs quantitative fit testing of various types and brands of full and half-face respirators.
10. Completes documentation of fit test results and maintains records for one (1) year.
11. Conducts and assist with customer on-site testing as required.
12. Assist with other TVTC operational job duties to include; desk registration, class proctoring and public or TVTC Center events.
13. Other duties as assigned.

QUALIFICATIONS

Knowledge:

Basic office procedures, methods and computer applications.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.
Basic arithmetic.

Abilities/Minimum Qualifications

Have excellent observational and interpersonal skills.
Must be detailed oriented, organized and handle detailed paperwork.
Maintain the utmost confidentiality of company and client information.
Learn to correctly interpret and apply Company policies and procedures.
Perform general clerical work including maintaining files and compiling information for reports.
Type and enter data into the computer at a speed necessary for successful job performance.
Operate standard office machines including a computer.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some clerical experience including public contact is desirable.

Training:

DOT Drug/Alcohol Screening
Use of current quantitative fit testing equipment.
Basic Orientation Plus
Current TVTC registration and client processing system.
Overview of background screening and CQ database operations.

Full Performance Level for This Position

Urinalysis/Breathalyzer Technician

WORKING CONDITIONS

Environmental Conditions:

Office environment; works with computers.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time.

Employee Understanding

I have read and understand the written description of the aforementioned job requirements and essential job duties I have been hired to perform.

I understand that they are not all inclusive and I may be required at times to perform other duties in the organization as the need(s) may arise.

I understand that I may be required to perform these job functions at the TVTC site or at a customer location.

I understand that my job duties may require me to work overtime or to occasionally travel, to include overnight stays on rare occasions.

Employee Signature _____

Employee Name Printed _____

Date _____

HR/Management Signature _____

Date _____