

**MAJOR FUNCTION**

This is a professional position working in collaboration with the Water Quality Laboratory Supervisor overseeing all Quality Assurance/Quality Control (QA/QC) functions in maintaining environmental laboratory accreditation of the Water Quality Laboratory. Work is performed in accordance with established policies and procedures under the general supervision of the Water Quality Administrator, or his/her designee; however, the employee is expected to exercise considerable independent judgment in the performance of duties and the daily operation of the laboratory compliance requirements. Additional duties include performing as the safety officer, sample analysis for various analytes as needed and data reporting. Work is reviewed through observation and analysis of performance, productivity, compliance, and by results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Ensures compliance with all established regulatory practice, protocol, and internal audits. Creates, reviews, maintains and updates the Quality Assurance Manual, Standard Operating Procedures (SOP's) and processes for all Laboratory parameters. Compiles accurate data and documentation for optimal Laboratory operations. Responsible for establishment and administration of the laboratory safety program and practices to promote a safe work culture. Tests water samples for various analytes as needed. Generate data reports as needed. Implements and executes the Laboratory Quality Assurance Program and provides technical QA guidance and instructions to all analytical areas and staff. Coordinates and prepares for regulatory agency audits and escorts auditors through the laboratory; prepares audit responses and works with Laboratory Supervisor to implement corrective actions; recommends resolutions for ongoing or recurring non-conformance within the laboratory and helps implement proper corrective action. Conducts internal laboratory audits of the Quality System and Laboratory Safety and reviews responses to identify issues; conducts QA and safety training and maintains training files on all laboratory personnel. Maintains laboratory NELAC (National Environmental Laboratory Accreditation Commission) accreditation requirements; ensures that appropriate documentation is in place and that staff are properly trained. Serves as an alternate Technical Director, for Laboratory accreditation as required. Assists in implementation, oversight and maintenance of the Laboratory Information Management System; reviews, approves and reports data and generates control charts and control limits for all analyses. Researches data and information for trends, inconsistencies, and continuity of program and functions within the lab. Performs various laboratory tests and utilizes a variety of laboratory equipment in the analysis of laboratory samples, as needed. Performs advanced troubleshooting in cases of inconsistent data, test failure, non-compliance with established regulatory standards and equipment or facility operational problems. Formulates and implements practices, rules, techniques, and procedures to improve organizational efficiency. Maintains knowledge of applicable state, federal, and local rules and regulations, and keeps abreast of proposed changes that would impact the laboratory's operations. Performs routine review of processes to ensure accurate testing, recordkeeping and reporting of lab processes. Works with the Water Quality Administrator and Laboratory Supervisor to ensure customer projects are completed within deadlines, this will include coordination with lab staff and contract labs to ensure coverage of needs. Promptly communicates any issues to the Water Quality Administrator or other applicable parties. Compiles sampling test kits per customer requests utilizing in-house and contract labs as needed. Enter, review and/or validate contract lab data in LIMS. Receive on and sub-sample on collected samples delivered to the water quality laboratory. Utilizes modern computer applications in logging, compilation, reduction and generation of data and reports. Schedules and/or attends and participates in meetings with lab staff or other agencies relevant to laboratory operations and quality controls. Participates in and disseminates information from professional training meetings, seminars, and conferences to implement best practices in the field of environmental laboratory operations and QA/QC. Conducts training for staff to educate them in QA/QC guidelines, safety issues and other topics as needed. Performs, as applicable, laboratory purchases (following City Purchasing Policies) including analytical supplies,

equipment (installation and training), and service contracts. Technical ability to research, evaluate, and negotiate with vendors to facilitate equipment purchase, including costs above \$100K purchases. Ensures all City safety protocols are followed, including those based on laboratory guidelines and departmental programs such as the Environmental Management and Safety program. Supports and requests the resources needed to implement safety practices. Attends meetings and performs related work, as required. May be required to operate a motor vehicle in performance of assigned tasks.

#### Other Important Duties

This position may include nights, weekends, holidays and on-call. Employee may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, performing other related work (including weather or other extreme emergency duties) may be required.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills

Considerable knowledge of biological testing, inorganic, organic and analytical chemistry and laboratory equipment. Experience operating, repairing and maintaining instruments utilized in water analysis. Understand and perform advanced mathematical skills, i.e., formulas, graphs, statistics and charting principles. Knowledge of occupational hazards and safety precautions required in using chemicals and reagents and performing laboratory tests, including personal protective equipment requirement and safety precautions of the work. Knowledge of Municipal, state and federal rules, standards and practices as they apply to laboratory services, to include NELAC, OSHA, FDOH, USEPA and FDEP rules and regulations governing Safe Drinking Water Act and Priority Pollutants analyses. Knowledge of safety and health rules, precautions, procedures and safety equipment in dealing with environmental samples and laboratory chemicals. Ability to prepare presentations and written reports, follow complex oral and written instructions, and communicate effectively, both orally and in writing. Ability to establish and maintain effective working and public relationships as necessitated by the work. Skilled in the use of microcomputers and the programs and applications necessary for successful job performance including audit reporting, spreadsheets and chemical analysis. Advanced Microsoft Excel skills, and other Microsoft office programs including creation of Macros and experience in setting up, implementing and maintaining Laboratory Information Management Systems (LIMS). Efficient in planning, organizing, prioritizing and time management. Pursue leadership development and management practices. Relate and respond to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.

#### Minimum Training and Experience

Possession of a bachelor's degree in biology, chemistry, biochemistry, environmental science, or a related field, and four years of professional work experience in water and/or wastewater monitoring or environmental analysis using EPA and Standard Methods protocol including two years of experience performing QA/QC work in a laboratory; or an equivalent combination of training and experience. A master's degree in one of the aforementioned areas may substitute for one year of the required experience.

#### Necessary Special Requirements

Must obtain qualifications to be a technical manager of an accredited environmental laboratory within two years of employment as a condition for continued employment.

Established: 12-03-25