

JOB DESCRIPTION

SENIOR LAB ANALYST



JOB OVERVIEW

JOB TITLE	SENIOR LAB ANALYST		
JOB LOCATION	PORT INDUSTRIAL WASTEWATER TREATMENT FACILITY		
REPORTS TO: NAME	TRAVIS JANSEN	SUPERVISES:	LAB STAFF
REPORTS TO: TITLE	OPERATIONS MANAGER	SALARY:	\$50,000 - \$75,000
POSITION OVERVIEW	<p>The Senior Lab Analyst plans organizes, participates, directs and evaluates lab operation. Primary responsibility includes operating and maintaining a fully accredited Washington State Lab Facility and assure accurate analyses of water samples collected. Assures compliance with the Port's accreditation parameters by the training and review of correct collection, storage and testing procedures performed by lab staff. Responsible for compliance with all local, state and federal regulations as applicable to all lab work.</p>		

POSITION DETAILS

<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> EXEMPT	<input checked="" type="checkbox"/> NONEXEMPT
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ESSENTIAL JOB FUNCTIONS	<p>THE FOLLOWING LIST REFLECTS THE ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THIS POSITION, BUT SHOULD NOT BE CONSIDERED ALL-INCLUSIVE. THE INCUMBENT WILL BE EXPECTED TO PERFORM OTHER RELATED DUTIES AS ASSIGNED.</p> <ul style="list-style-type: none"> Responsibilities include, operate and maintain a fully accredited Washington State Lab facility. Direct and train lab personnel and assure compliance to Port's accreditation parameters by the training and review of correct collection, storage and testing procedures performed by lab staff. Assure complete and accurate analyses of water samples collected in compliance with all local, state and federal regulations as applicable to all lab work. Communicate with regulating agencies in respect to lab and water testing issues. Ability and knowledge of computer software used in charting water usage by industry, metering and sampling, and various Microsoft applications such as Access and Excel. Provide data necessary for Operations Manager and key personnel in operations to maintain effective and efficient operation of Industrial Waste Water Treatment Facility (IWWTF) system.
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PREFERRED QUALIFICATIONS	<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> Laboratory practices and procedures. Safety practices and procedures applicable to industrial wastewater facility maintenance and repair. Safe and effective operating practices of equipment used in the laboratory. Industrial Wastewater Treatment; machinery, equipment and instruments. Local, State, Federal regulations and standards related to industrial wastewater facility operations and sample analyses. <p><u>ABILITIES</u></p> <ul style="list-style-type: none"> Excellent organization and leadership skills. Plan, organize and oversee lab activities to meet required accreditation for Industrial Waste Water Analysis; assure integrity of lab testing and reports to local, State and Federal agencies. Create and provide monthly sampling schedule to facility techs. Perform and review a variety of tests on samples using lab equipment which may include spectrophotometer, incubator, digester, ovens and various meters. Recommend the purchase of needed equipment or alternatives for safe, efficient and effective lab operations. Operate, maintain and train lab staff to use specialized equipment and instruments used in the sampling, analysis and processing of waste water, including but not limited to, control panels, lab equipment, samplers, pumps and etc. Set short- and long-term goals, objectives and priority for efficient operation of Lab and accurate completion of testing. Perform and document troubleshooting as necessary to identify and diagnose problems and potential problems within the lab and share items which may be relative to system efficiency with both the Operator and Operations Manager. Ensure proper QA/QC procedures are followed by all lab personnel for all analyses. Re-evaluate method detection limits and reportable limits annually or when a new analyst joins the team.
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SENIOR LAB ANALYST



	<ul style="list-style-type: none"> Assure all purchases are received as ordered, initial and submit invoice to accounting for payment. Train and supervise lab personnel in proper collection, storage and testing techniques within specific parameters to assure continued accuracy and accreditation. Assure accuracy and completeness of lab specific reports to DOE or any applicable government agency and maintain written and computer copies of these reports. Report and document any questions, comments or complaints from the Port's Industrial Users or surrounding neighbors to the Operations Manager and/or Executive Director Knowledge using various computer programs to analyze data and prepare routine reports. Develop and maintain accurate logs and records of daily lab work; develop reports and forms for reporting and presentation of data to Port staff, industrial customers and government agencies. <p><u>EDUCATION</u></p> <ul style="list-style-type: none"> BS in Chemistry or Environmental Science required. <p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> 2 years working experience in an analytical lab. 2 years working experience in a wastewater treatment lab. Possess a valid Washington State driver's license.
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<p>WORKING CONDITIONS</p>	<p>THE PHYSICAL DEMANDS DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB. THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <ul style="list-style-type: none"> Hours of operation are 8 - 4:30 M-F. Duties are primarily performed in a lab / office environment using lab equipment or computer, or outside in the field. Must wear PPE as required. Travel to meetings in or out of town may be required. Must be physically able to perform the essential functions of the job including, but not limited to, the ability to properly lift up to 50 pounds and walk long distances per day on uneven terrain Able to use and operate laboratory equipment used in sample analyses.
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POSITION FILLED	
PERSON HIRED	DATE HIRED
REVIEWED BY: NAME & TITLE	
APPROVED BY: NAME & TITLE	
ADDITIONAL COMMENTS	