

TITLE: Senior Lab Analyst

DEPARTMENT: Lab

REPORTS TO: Port Operator and Port Executive Director

SUPERVISES: Staff as directed

DEFINITION:

Plans, organizes, participates, directs and evaluates Lab operation. Responsibilities are: operate and maintain a fully accredited Washington State Lab facility; direct and train lab personnel; assure complete and accurate analyses of water samples collected; 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 records for all Lab testing; assure compliance with all local, state and federal regulations as applicable to all Lab work; encourage teamwork and provide data necessary for Operator, Sprayfield Manager and key personnel in operations to maintain effective and efficient operation of IWWTF system; communicating with regulating agencies in respect to Lab and water testing issues; complete knowledge of computer software used in charting water usage by industry, metering and sampling, various MicroSoft applications, Access for example.

CONTROLS OVER WORK:

The work will be performed under the direct supervision of the Operator. A performance appraisal will be given annually or as deemed necessary by the Operator.

ILLUSTRATIVE EXAMPLES / SPECIFIC DUTIES OF WORK:

1. Lab and Administrative: 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.
 - a. Perform and review a variety of tests on samples using lab equipment which may include spectrophometer, incubator, digester, ovens and various meters. Recommend the purchase of needed equipment or alternatives for safe, efficient and effective lab operations.
 - b. 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.
 - c. Perform and document troubleshooting as necessary to identify and diagnose problems and potential problems within the Lab. Share items which may be relative to system efficiency with both the Operator and Sprayfield Manager so they may take appropriate actions.
 - d. Ensure proper QA/QC procedures are followed by all lab personnel for all analyses.

- e. Ensure that Method Detection Limits and Reportable Limits are re-evaluated annually or when a new analyst joins the team.
 - f. Assure all purchases are received as ordered, initial and submit invoice to accounting for payment.
 - g. Schedule staff within pre-approved limits, record own hours worked daily, review and initial to indicate approval of staff time sheets before submittal to payroll for processing.
 - h. Train and supervise Lab personnel in proper collection, storage and testing techniques within specific parameters to assure continued accuracy and accreditation.
 - i. Assure accuracy and completeness of Lab specific reports to DOE or any applicable government agency and maintain written and computer copies of these reports. In conjunction with key operations personnel develop files for all aspects of reports utilizing all information gathered within the IWWTF system, this will avoid duplication.
 - j. Report and document any questions, comments or complaints from the Port's Industrial Users or surrounding neighbors to the Port Executive Director. Encourage teamwork throughout the Port; make all key operations personnel aware of any questions, comments or complaints. The Operator is responsible for providing the appropriate response to inquiries, complaints or problems regarding the Port's Industrial Operations.
 - k. Proficient at 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. In conjunction with Operator and Sprayfield Manager develop forms for all aspects of reporting, utilizing all information gathered within the IWWTF system, this will avoid duplication.
 - l. Any and all duties as assigned.
2. Working Conditions:
- a. Duties are primarily performed in a lab / office environment using lab equipment or computer or outside in the field. The employee may be required to travel to meetings in and out of town: may be required to attend Port meetings.
 - b. Physically perform the essential functions of the job, including but not limited to ability to properly lift up to 50 pounds, walk long distances per day on uneven terrain;
 - c. Safely operate all Port vehicles.
 - d. Able to use and operate laboratory equipment used in sample analyses.

DESIRED QUALIFICATION:

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- * BS in Chemistry or Environmental Science and 2 years experience in analytical lab.
- * High School diploma or GED and 3 years working experience in an analytical lab.
- * High School diploma or GED and 4 years working experience in a wastewater treatment lab.
- * Valid Washington State vehicle operator's license

Knowledge of:

- * 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.

Ability to:

- * Operate laboratory equipment used in sample analyses.
- * Successfully manage time and prioritize tasks within parameters given by Operator or Port Executive Director.
- * Perform routine arithmetic calculations,
- * Establish and maintain effective working relationships with employees, Commissioners, other agencies and public in general.
- * Communicate effectively, both orally and in writing, with individuals and groups regarding all issues or regulations affecting the Port.
- * Other duties as assigned.

WAGE AND BENEFIT PACKAGE:

Salary Range:

Regular Full Time \$ 45,000. - \$60,000. annually

Status: Non-Exempt