

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for performing and reviewing complex scientific and technical work involving chemical, physical and biological testing and analyses; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Performs analyses and reviews data to ensure the quality of data meets the Environmental Protection Agency (EPA), state, and local regulations
- Utilizes and troubleshoots instrumentation testing procedures, including gas chromatography, mass spectroscopy, inductive coupled plasma spectroscopy, total organic carbon analysis, high-performance liquid chromatography, and other procedures as necessary to the trace analysis detection as stipulated by federal, state or local government agencies
- Performs independent studies on process improvements, water distribution quality, wastewater analyses, raw water and others as required
- Conducts and/or oversees the initial set up of new instrumentation, including Standard Operating Procedure (SOP) development, Method Detection Limit (MDL) studies, technician training, preventative maintenance schedules and final quality control check out
- Calibrates and maintains technical laboratory equipment
- Trains and evaluates employees on methods and document control
- Evaluates supply inventory and usage and recommends supply levels for implementing new instruments or methods
- Maintains records and provides verbal and written reports
- Writes, edits and maintains laboratory documents to include the administrative policies required by accrediting bodies, general laboratory procedures, in addition to the development of analytical method SOPs
- Assists in maintaining the document control database
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in chemistry, microbiology, or related scientific field; **and,**
- (b) Three (3) years' experience involving environmental testing instrumentation and testing procedures; **including,**
- (c) One (1) year of troubleshooting and maintenance of specialized laboratory equipment.

Knowledge, Abilities and Skills:

Considerable knowledge of:

- The procedures, equipment, and technology of specialized instrumentation
- Theories, principles, and practices of inorganic and organic chemistry and bacteriology
- Qualitative and quantitative chemical analysis
- Federal, state, and local regulations pertaining to water, wastewater, and environmental standards

Ability to:

- Prepare reports and maintain records
- Train, motivate, direct and coach staff to achieve performance standards
- Communicate effectively both verbally and in writing
- Courteously and tactfully communicate with internal and external customers in giving and receiving information

Skill in:

- The use of computers and various software, including Microsoft Office programs, and operating systems
- Technical writing
- Using document handling software

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to twenty (20) pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b) Possession of a valid Class "C" Water Laboratory and Class "C" Wastewater Laboratory license as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting and may be exposed to hazardous materials.

EEO Code: N-02

Group: Cultural, Legal & Sciences

Series: Sciences