CLASS TITLE:  QUALITY ASSURANCE AND SAFETY OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for monitoring and assuring quality control for the centralized Public Works Laboratory and implementing and monitoring a Chemical Hygiene Plan for the laboratory and performs other related assigned duties.

ESSENTIAL TASKS:

• Reviews quality control results from laboratory
• Implements and monitors quality control assurance programs for biological, chemical and bacteriological tests, analysis and experimentation on water, wastewater, industrial pre-treatment and environmental samples
• Implements and monitors a Chemical Hygiene Plan for the laboratory
• Works to identify laboratory deficiencies and establish measures for improving quality control and safety within the laboratory
• Troubleshoots for technical problems at the operator's lab
• Assists with the quality control and safety training of laboratory technicians and the training and monitoring of operational personnel involved in laboratory related duties
• Prepares and administers external laboratory services contacts related to quality control and assurance
• Conducts record keeping, data compilation and report writing needed for regulatory agencies
• Perform research assignments
• Maintains an inventory of supplies for the operations laboratories
• Conducts safety inspections
• Oversees certification of labs by state and federal labs
• Must report 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: Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, or a closely related field, and three (3) years of progressively responsible chemical, environmental, or water/wastewater laboratory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128

Knowledge, Abilities and Skills: Considerable knowledge of the procedures, equipment, and technology of a laboratory; considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of federal, state, and local regulations pertaining to water, wastewater, and environmental standards; ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and kneeling; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator's License; and possession of a valid applicable Water, Wastewater, or Laboratory Certification as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily indoors in an laboratory setting.
Class Code: 2524
EEO Code: N-02
Pay Code: ST-39

Group: Cultural, Legal, and Sciences
Series: Sciences

Effective date: June 20, 2012