

LABORATORY ANALYST

Responsibilities

Performs chemical, physical and microbiological analyses on process control, industrial user, and regulatory samples per NJ State permit requirements. Operates and maintains instruments and equipment required for analytical work. Prepares chemical and microbiological media and test solutions used in the laboratory. Performs calculations on results of laboratory and field data. Enters data to the Laboratory Information Management System (LIMS). Performs and maintains records of quality assurance/quality control (QA/QC) data. Performs custodial duties in laboratory which entails, but is not limited to maintaining laboratory equipment, cleaning bottles/glassware, and general clean-up.

Essential Functions:

The essential functions of the Laboratory Analyst shall include, but not be limited to, the following:

1. Performs plant and field sampling from various points in the treatment process and as needed.
2. Ability to lift, carry, mix, and pour sample bottles weighing up to 50 lbs.
3. Enters all sampling information and data into LIMS. Organizes and files chain of custodies (CoC). May assist Laboratory Chemist/Lead Analyst with archiving laboratory records.
4. Follows standard operating procedures (SOPs) and QA/QC programs for all sampling, analyses, and data handling.
5. Performs chemical, physical and microbiological analyses on process control, industrial user, wastewater and sludge samples. Also, analyzes proficiency testing samples for certified parameters as required for laboratory certification.
6. Preparation and standardization of reagents, microbiological media, stains, and test solutions used in laboratory or for field analyses.
7. Performs maintenance, calibration, operation, and troubleshooting of laboratory equipment and instrument (i.e., pH meters, dissolved oxygen meters, spectrophotometers).
8. Performs advanced level calculations on results of laboratory and field data.
9. Performs intermediate recordkeeping and reporting, including written and electronic formats and information management systems (i.e., chain of custody, analytical results, laboratory QA/QC data results, and calibration and maintenance records).
10. Responsible for submitting all data for review to Assistant Laboratory Manager.
11. Responsible for escalating any laboratory-related problems or questions to the Assistant Laboratory Manager.
12. Performs custodial duties in laboratory, ie. cleaning bottles/glassware.
13. Performs basic regulatory compliance tracking and reporting.
14. Track inventory of supplies, consumables, equipment and spare parts, etc.
15. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
16. All other related duties as assigned.

Reporting Relationship

This position is a direct report to the Laboratory Manager and/or Assistant Laboratory Manager, as directed, and is assigned to the Laboratory Department.

Qualifications:

License and/or Certifications

- A valid New Jersey Driver's License is required.

Work Shift

Work shifts vary and involve rotating weekends and holidays work schedule. Overtime may be required.

Education

- Bachelor of Science (BS) degree in chemistry, biology, environmental science; or
- Associates (AA) degree in chemistry, biology, or environmental science, and 2-3 years applicable environmental laboratory experience; or
- 5 years applicable environmental laboratory experience.
- Preferred two (2) years of experience in the collection, preservation, and analysis of samples and/or related experience obtained in water, wastewater, and/or industrial treatment applications or other applicable experience such as through coursework, etc.

Skills & Competencies

- Basic knowledge of Windows operating programs, including basic knowledge of Microsoft Office and ability to utilize technology to perform the functions of this position.
- Ability to read, write, and understand English so that involved and complicated instructions and technical texts can be read and understood and legible written records can be produced and maintained.
- Ability to understand, remember, and carry out oral and written directions; to work independently; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgably with co-workers, supervisors, managers, and the public.
- Ability to work harmoniously with co-workers, supervisors, managers, and the public.
- Working knowledge of fundamental laboratory practices, tests, techniques, equipment and terminology in the field of wastewater analysis.
- Knowledge and application of analytical procedures (Standard Methods and EPA Methods), associated QA/QC procedures, and laboratory safety procedures.
- Must be able to multi-task and handle laboratory workload to effectively meet permit and process requirements.
- Experience with using a LIMS is preferred.
- Maintain concise laboratory records.
- Be familiar with mathematical concepts and statistics.
- Knowledge of hazardous waste handling and disposal.
- Ability to understand and comply with all Authority policies, procedures, practices, processes, and essential functions.
- Must be reliable, thorough and dependable with the ability to work both independently and as part of a team.

Physical Demands

To perform the essential functions of this position the employee must be able to: sit, stand, walk, stoop, climb, kneel, lift and carry up to 50 pounds, mix, pour, reach, push, pull, use a keyboard, minor use of tools, manual dexterity, visual acuity, hearing and speaking.

Classification: Non-Exempt