

## JOB DESCRIPTION

**Job Title:** Laboratory Quality Assurance Technician  
**Reports To:** Laboratory Director  
**FLSA Status:** Non-Exempt  
**Department:** Laboratory  
**Date:** June 1, 2021

**Starting Salary:** \$41,080 / \$19.75

### Summary:

Administer and maintain a comprehensive laboratory quality assurance program, including day-to-day implementation and performance, protocols, reporting, tools, and systems for the efficient monitoring, prevention, and correction of quality deviations in an analytical laboratory setting.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Assure and maintain compliance with all regulatory quality assurance requirements, state and federal, for laboratories and public water suppliers.
- Submit state and federal compliance reports required for laboratories and public water suppliers.
- Prepare required documents and data for external audits and inspections in a timely and accurate manner; assist auditors and inspectors during the audit.
- Perform regular internal quality audits, recommend changes, and initiate corrective or preventative actions when appropriate to maintain quality assurance program.
- Implement, communicate, and maintain all laboratory quality assurance measures.
- Maintain all laboratory documents to include invoicing, reporting, employee timesheets, and documentation related to quality assurance.
- Receive and log samples for testing from the field and from customers; accept or reject samples according to quality standards.
- Perform a variety of laboratory tests.
- Assure proper qualification, maintenance, and calibration of laboratory equipment and test instruments.
- Maintain the laboratory's document control process.
- Identify relevant quality related training needs and deliver training to personnel.
- Perform all necessary reporting.
- Perform other tasks as designated by supervisory personnel.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree or equivalent from a two-year college or technical school; four (4) to six (6) years' related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Database Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

None required for this position. Additional laboratory and safety training may be required.

**Certificates and Licenses:**

Valid State of Texas Driver's License.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Please send application and resume to the following:

Human Resources Manager

Aqua Water Supply Corporation

P O Drawer P

Bastrop, Texas 78602