

## JOB DESCRIPTION

**Job Title:** Laboratory Technical Director/Manager  
**Reports To:** Laboratory Director  
**FLSA Status:** Exempt  
**Department:** Laboratory  
**Date:** October 30, 2021

**Salary: To Be Determined**

### Summary:

Supervise laboratory operations and data reporting. Implementation and ensure adherence to the Quality Manual.

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

- Ensure laboratory personnel have the appropriate education and technical background to perform accredited tests.
- Oversee the quality system and quality control data.
- Evaluate data objectively and perform assessments without managerial influence.
- Participate in annual internal audits and conduct annual management reviews.
- Notify laboratory management of deficiencies or opportunities for continuous improvement. Monitor and document corrective actions.
- Ensure data reported by the laboratory meets required quality and regulatory criteria.
- Ensure sample acceptance criteria and labeling, storing, and logging samples into the receiving log.
- Perform laboratory analysis for water and wastewater samples.
- Monitor quality control/assurance and corroborate the performed analysis.
- Sign demonstrations of capability.
- Ensure laboratory personnel have demonstrated proficiency for assigned tasks.
- Implement and enforce adherence to the Quality Manual.
- Communicate the importance of the Quality Manual to laboratory staff.
- Provide laboratory instruction and training and ensure compliance.
- Resolve problems with the Quality Manual through routine inspections and reviews of laboratory procedures and techniques.
- Oversee lab analysis and sample collection.
- Develop and maintain standard operating procedures for chemical testing.
- Develop or revise the test analytical methods to ensure quality, productivity and consistency.
- 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:**

Bachelor's Degree (BS) in chemistry, biology, microbiology, environmental sciences, physical sciences, or other closely related field from an accredited four-year college or university including at least twenty-four (24) semester hours in chemistry and/or at least sixteen (16) semester hours in general microbiology and biology. Four (4) years related experience and/or training with a minimum of two (2) years in environment analysis.

**Language Ability:**

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, instruction manuals, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate geometrical factors such as proportions, area, circumference, and volume. Working knowledge of the statistics involved in quality control/assurance of laboratory analysis.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 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, and Laboratory Information Management System (LIMS).

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

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

**Preferred Certificates and Licenses:**

Texas Water Utility Association Level B Laboratory Analyst Certificate. Certification as a Registered Environmental Laboratory Technologist.

**Supervisory Responsibilities:**

Supervise non-supervisory and supervisory employees in laboratory operations and support services. Fulfill supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

**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 resume and application to:**

**Aqua Water Supply Corporation**

**Attn: Human Resources Manager**

**P. O. Drawer P.**

**Bastrop, Texas 78602**

**or send via e-mail to: [careers@aquawsc.com](mailto:careers@aquawsc.com)**