

## **JOB DESCRIPTION**

POSITION: Laboratory Quality Assurance Officer

LOCATION: ANRA Environmental Laboratory

SUPERVISOR: Environmental Division Manager

### GENERAL RESPONSIBILITIES

- A. Maintain the Laboratory's Quality System.
- B. Perform analytical tests in the laboratory.
- C. Assist with laboratory administrative duties.
- D. Maintain smooth laboratory work flow.
- E. Obtain lab certifications and complete QA/QC assignments.
- F. Promote good customer relations with all ANRA clients.
- G. Sample collections and water quality monitoring.
- H. Other duties as assigned.

### JOB TASKS:

- A. Maintain the Laboratory's Quality System
  - 1. Update, revise, and maintain the Laboratory's Quality Assurance Manual, Standard Operating Procedures, and other quality documents.
  - 2. Perform internal audits of the Laboratory, including both technical and quality systems audits.
  - 3. Perform and document corrective action, including followup monitoring to gauge the effectiveness of the corrective action.
- B. Perform analytical tests in the laboratory.
  - 1. Perform analytical tests in the laboratory as assigned by the Laboratory Manager and immediately report any problems with tests, equipment or results to the Laboratory Manager.
  - 2. Follow all Quality Assurance/Quality Control procedures as outlined in the ANRA Laboratory Quality Assurance Manual.
- C. Assist with laboratory administrative duties.
  - 1. Perform laboratory administrative duties by receiving samples from customers as needed, calculating and recording analytical results in the appropriate log book, data entry in the LIMS, completing drinking water reports, maintaining chemical/equipment traceability records, documenting QA/QC requirements, and generating control charts.
  - 2. Assist Laboratory Manager with administrative duties as necessary including but not limited to the following:

- Generating and/or reviewing analytical reports
- Ordering lab supplies as needed
- Contacting lab customers
- Monitoring turn-around times

D. Maintain smooth laboratory work flow.

1. Perform the following routine laboratory duties:
  - Keep lab work areas clean and organized
  - Perform routine repairs and maintenance of lab equipment
  - Monitor the status of laboratory supplies
  - Maintain weekly schedules and report any changes to the Lab Manager

E. Obtain laboratory certifications and complete QA/QC assignments.

1. Maintain the quality assurance of the laboratory by:
  - Performing all QA/QC procedures for analytical tests
  - Perform sterility testing on containers for environmental sampling
  - Calibration of pipettes, thermometers, and other measuring equipment
2. Maintain current Demonstrations of Capability for all test procedures in the laboratory for which Quality Assurance oversight will be performed.
3. Maintain training records for all laboratory staff, including Demonstrations of Capability.
4. Schedule and successfully complete semi-annual proficiency testing for all analytes in ANRA's Scope of Accreditation.

F. Promote good customer relations with all ANRA clients.

1. Maintain good customer relations at all times, including:
  - Maintaining a professional appearance
  - Being polite and courteous to all clients in person and on the telephone
  - Promoting ANRA laboratory services
  - Providing appropriate paperwork and containers to customers as needed
  - Answering customer questions or direct questions to appropriate personnel

G. Sample collections and water quality monitoring.

1. Perform duties as assigned within the Environmental Division including but not limited to the following:
  - Sample collection and pick-up services for laboratory customers
  - Surface water quality monitoring for basin monitoring programs
  - Data review and site assessments for water quality investigations
  - Technical reports for field analyses and water quality assessments
  - Septic system inspections and permitting (if necessary)

QUALIFICATIONS

- A. FORMAL EDUCATION: Bachelor of Science Degree in Chemistry or Biology
- B. WORK EXPERIENCE: Minimum of 2 years previous experience in a laboratory environment.
- C. PERSONAL QUALITIES: Ability to work with moderate supervision, strong attention to detail, good verbal and written skills, positive attitude, ability to work well with others, strong initiative, and willing to accept additional responsibilities.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
ANRA Laboratory Manager

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Quality Assurance Officer