

WATER QUALITY ASSURANCE COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: The Water Quality Assurance (QA) Coordinator is responsible for Quality Assurance/Quality Control (QA/QC) documents and systems within the Compliance Lab, including the QA manual, standard operating procedures (SOPs), and training. Duties include: maintain a schedule for all quality control parameters including Method Detection Limits Studies; peer data review, and performance evaluations; conduct biannual internal audits to ensure compliance with Arizona Department of Health Services (ADHS) Laboratory Licensure requirements; assist the Laboratory Supervisor during ADHS lab audits; update and archive information into the Laboratory Information Management System (LIMS) on an ongoing basis; train personnel in the use of LIMS; work directly with internal customers on sampling plans to set up proper sampling, equipment, bottles, initial and ongoing analysis, turnaround times, and outsourcing samples and reporting; responsible for customer relations and customer service; provide technical support for professional-level chemical and microbiological analysis of water, wastewater, and/or industrial wastes as described in the Chemist II job description. An incumbent in this class may perform the more complex analyses using one or all of the following: Atomic Absorption Spectrophotometers, Ion Chromatography, Total Organic Carbon Analysis, Gas Chromatography with Electron Capture or Mass Spectrometer Detectors, and Inductively Coupled Plasma with Mass Spectrometer Detector, in addition to various wet chemical and bacteriological analyses. In addition, the Water QA Coordinator is responsible for developing methods and procedures for the analysis of water and/or wastewater samples. Incumbents in this class may provide technical supervision to other staff including, but not limited to: Chemist I, Chemist II, temporary chemist, academic interns, newly hired water treatment operators, and water treatment staff who respond to emergencies at the work sites. This class performs other related duties as required.

Distinguishing Features: This class is distinguished from the other Chemist classes by its responsibility for performing or assisting the Chemist I and II with the more complex analyses, and by its technical support, database management, and quality assurance/quality control responsibilities. Knowledge of QA/QC practices, customer relations, and LIMS database experience is required. An incumbent in this class is required to work safely with dangerous and toxic chemicals, infectious materials, and acids, as well as work well with all customers. A Water QA Coordinator may be required to work irregular hours, such as (but not limited to) weekends, evenings, holidays, and other hours as required completing specialized and/or time-sensitive assignments. This class reports to the Laboratory Supervisor who reviews work through conferences, observation of results achieved, and review of reports. This class is subject to the Occupational Safety and Health Administration (OSHA) CFR 1910.1450 guidelines regarding occupational exposure to hazardous chemicals in a laboratory. This class is FLSA exempt-professional.

QUALIFICATIONS

Minimum Qualifications Required. Requires any combination of training, education, and experience equivalent to a Bachelor's Degree in Chemistry, Microbiology, Biochemistry, or closely related field. Five years' full-time employment in a professional-level chemical and/or microbiological laboratory. The incumbent must have extensive (5+ years) experience in customer relations dealing with sampling, analysis, and reporting. At least three years of database experience involved with maintaining and archival.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Per CFR 1910.1200 the incumbent must attend OSHA Hazardous Communication training and attend a refresher course annually.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. An advanced degree in a closely related field is desirable. Previous experience in a public health-oriented water or wastewater laboratory is strongly preferred. Possession of any Water or Wastewater Operator certification from Arizona Department of Environmental Quality (ADEQ) at the time of hire is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally and in writing with other City employees, state employees, vendors, customers, and management staff in order to explain chemical data analysis, technical data, and review of technical specifications. Prepares written materials for reporting to state agencies in compliance with ADHS Lab Licensure.

Manual/Physical: Ability to operate a personal computer (PC) to produce reports for customers. The ability to use a PC to implement, debug, maintain, and archive a LIMS. Performs periodic physical, chemical, and microbiological analysis of water and wastewater. Distinguishes colors to complete analytical data. Uses specialized hand tools to install, maintain, calibrate, and repair laboratory analytical equipment. Operates a variety of standard office equipment (e.g., PC, calculator, fax) to communicate and receive information. Enters data into a LIMS, maintains databases, and reports analytical results. Makes purchases and performs physical inventories of spare parts, laboratory equipment, and chemicals. Moves material, chemicals, and water samples from one place to another using hand trucks, trays, or lab carts. Move objects weighing up to 50 pounds. Cleans work area and/or laboratory equipment in order to maintain same. Works with hazardous chemicals such as standards, organic solvents, acids, and bases using personal protective equipment. Connects and disconnects high-pressure tanks of laboratory gases, some very flammable. Collects water/wastewater samples as needed. Drives a vehicle requiring a standard Arizona Driver's License to routinely pick up and deliver samples, materials, and supplies, and to attend meetings and training at off-site facilities. Meets scheduling and attendance requirements.

Mental: Works intensely with customers to archive the highest level of quality control. Works with many different customers with many different programs with time constraints. Works in developing computer databases to work with all the reports relating to the customers. Develops and determines methods and procedures for compliance analyses, conformance to state and federal specifications, and investigation of microbiological and chemical problems related to the water and/or wastewater treatment processes. Provides analytical data to be utilized in quality control of water and wastewater treatment. Plans and organizes water and wastewater compliance and laboratory activities. Conducts research and analyzes data for water and/or wastewater quality. Performs mathematical calculations, statistical computations, and analytical quality control calculations to analyze trends. Maintains all required records for lab licensure. Receives technical training from analytical equipment suppliers and regulatory agencies such as the ADHS.

Knowledge and Abilities

Knowledge of:

quality control practices, quality assurance practices, and compliance acceptance;
LIMS implementation, debugging, maintenance, and archival systems;
chemical and microbiological principles and practices;
techniques, equipment, and terminology used in a water and/or wastewater treatment plant and compliance laboratory;
sophisticated analytical methods such as: Atomic Absorption Spectrophotometers, Ion Chromatography, total Organic Carbon Analysis, Gas Chromatography with Electron Capture, and/or Mass Spectrometer Detectors;
chemicals, safety precautions, and equipment used in environmental, water and wastewater facilities;
OSHA regulations as they apply to safe use of hazardous chemicals in the laboratory;
PC and related software pertinent to laboratory equipment and data reporting; and
calibration, operation, and maintenance of specialized laboratory equipment.

Ability to:

prioritize scheduled and unscheduled duties;
maintain Laboratory Licensure by updating all lab records, quality control records, and SOPs;
perform physical, chemical, and microbiological examinations of water and/or wastewater;
understand technical literature related to the field;
prepare work reports on problems and research; and
handle all physical requirements, including eyesight, sufficient to permit extended microscopic work and normal color perception.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 50

EEO-Prof

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP- No

IND-7520

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200