

Job title	<i>Organic Laboratory Manager</i>
Reports to	<i>Laboratory Director</i>

Job purpose

The Organic Laboratory Manager is responsible for the overall operation of a specific laboratory area (organics). Supervises both volatile and semi-volatile organics areas. Accountable for meeting client requirements, quality objectives and expectations for all analyses within these departments. Serves as a reference and resource to analytical staff and project managers. Specific familiarity with the following methods: WIGRO/WIDRO, 624.1, 625.1, 608.3, 8260, 8270, 8081, 8082, 8141, 8151, 1664.

Duties and responsibilities

- Responsible for directing and scheduling all organic staff activities
- Become familiar with LIMS system, and Smart Sheets to meet and exceed client requirements of all areas of organic analysis
- Communicates laboratory capabilities to project management and laboratory management
- Develops and reviews standard operating procedures for the department in order to revise or develop analytical testing techniques
- Responsible for method set-up in LIMS
- Reviews and interprets client sample results, as needed for project managers and clients
- Reviews QAPP/DQO requirements
- Sets daily/weekly/monthly standards for department productivity
- Acts as primary technical expert for the organic department
- Responsible for troubleshooting analytical instrumentation and analytical processes
- Monitors client project TAT requirements and works with laboratory operations to meet client requirements
- Offers recommendations for new equipment/procedures to increase efficiency within the department
- Prepares performance reviews for staff within the department
- Sets up new equipment and provides method development as required
- Provides technical support to clients
- Follows RMB policies and standard operating procedures (SOPs)
- Other duties as assigned

Qualifications

- BS/BA in Chemistry or related science, preferably with six years experience in the environmental testing laboratory setting and four years as a supervisor
- Be self motivated and able to work independently
- Understand quality assurance/quality control as it pertains to the department
- Ability to perform instrument maintenance and troubleshoot problems
- Strong understanding of various organic methods (GC, GCMS, HPLC, LCMS) and procedures
- Organized and detail oriented
- Strong interpersonal, communication and problem-solving skills
- Familiar with Microsoft Office

- Understands/familiar with LIMS

Working conditions

Typical working conditions require sitting and standing for extended periods of time in an office environment. Working on a computer for a minimum of 8 hours daily. Hours are typically 8am to 5pm, Monday through Friday; however, other hours may be required based on client requirements.

Physical requirements

Physical requirements include sitting, standing, walking and carrying, with the ability to lift no more than 60 lbs. Must have hand and finger dexterity.

Direct reports

Organic Technicians and Organic Analysts
