

RMB ENVIRONMENTAL LABORATORIES

JOB DESCRIPTION

Laboratory Analyst

DEPARTMENT:	Laboratory	EXEMPTION STATUS:	Non-Exempt
REPORTS TO:	Technical Director / Laboratory Director	Locations	Bloomington, Hibbing and Detroit Lakes, MN
DATE PREPARED:	April 2019	Compensation	\$13 - \$17 / HR

POSITION SUMMARY

The Laboratory Analyst performs testing of samples submitted to the laboratory following written procedures and good documentation practices. The analyst is required to complete comprehensive in-house training program for all laboratory activities. Documented proficiency is required before the analyst can perform tasks independently. Because of the level of experience required for this position, the scope of work is generally limited to routine testing explicitly following written test protocols, however, upon the discretion of QC supervisory staff the analyst may be called upon to execute non-routine testing to support method validation, and method transfer. In addition, the analyst may be called upon to peer review analytical procedures and analysis data or qualify as trainers/supervisors of specific procedures.

DUTIES & RESPONSIBILITIES

- Perform sample preparation, digestion, and testing in accordance with written procedures for: ground water, drinking water, surface water (lakes and streams), waste water (industrial and municipal), and storm water in accordance with Safe Drinking Water and Clean Water programs and methodologies. Follow current TNI and NELAC standards.
- Exercise and maintain levels of competence, integrity and interpersonal skills necessary to attain regulatory and quality goals.
- Maintain documentation of laboratory activities including bench sheets or LIMS entries according to defined laboratory documentation practices.
- Process electronic data using procedures that ensure data integrity and security.
- Complete individual sample management and test scheduling to maintain holding times and company defined TATs (turn-around-times).
- Operate and maintain discrete auto-analyzers (AquaChem – Konelab) and various bench-top instrumentation.
- Review and countersign (when necessary) logbooks, notebooks, worksheets, and LIMS data entries for the purpose of verifying compliance with written procedures, good documentation practices, data integrity and accuracy of calculations.
- Dispose of laboratory waste on an as needed basis while following stringent disposal practices.
- Perform and document daily standardization, calibration, and performance verifications on laboratory equipment.
- Comply with company procedures including but not limited to process and testing documentation, deviation reporting, certification and regulatory compliance, safety, and electronic data security.
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- Handle hazardous materials, reagents, and chemicals in a safe manner in accordance to laboratory policy and procedure.
 - At the discretion of QC management, may qualify as a trainer and supervisor on specific laboratory procedures.
 - Identify atypical laboratory events and results requiring a laboratory investigation. Assist QC management to perform investigative testing.
 - Perform testing to support method validations and method transfers.
 - Inventory reagents and supplies to ensure uninterrupted operations.
 - Execute and document preventative maintenance and calibration procedures on laboratory equipment.
 - Wash laboratory glassware and maintain general laboratory cleanliness.
 - Participation in weekly team meetings.
 - Assist where deemed necessary by Supervisors.
 - Act as role model for work ethics, quality, and efficiency.
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EDUCATION & EXPERIENCE

The type of formal education and type/amount of experience that would typically be needed to successfully perform in the position.

- Minimum - B.S. degree in Biology, Chemistry and related scientific discipline.
 - Equivalent Education and Experience may be combined to meet the job requirements.
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CERTIFICATES, LICENSES & DESIGNATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Skills – Measurable or observable behavior while performing a cognitive or manual activity, such as skill in word processing.
 - Ability – Natural (perhaps innate) talents or gained capabilities, such as ability to follow procedures.
 - Principles and application of current laboratory methods, materials and equipment used in Wet Chemistry, Semi-Volatile Organic and Volatile Organic compounds, ETC
 - Local State and Federal Laboratory Regulations
 - Methods for Test validation and verification
 - Quality control and quality assurance
 - Laboratory Safety
 - Current technology and trends in the profession
 - An ability to plan, organize and prioritize work
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WORKING CONDITIONS

- The environment in which the position functions and the frequency of exposure, such as frequent exposure to loud noise. Exposure to XX and hazardous chemicals.

Certain immunizations are required, and employees must be monitored to ensure employee health.

Continuous: use of dominant hand. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers.

Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, use of feet to operator lab equipment, and lifting and carrying objects weighing up to 15 pounds.

EEO Statement

RMB Environmental Laboratory is an Equal Opportunity Employer and will not discriminate against any applicant for employment on the basis of race, age, religion, sex, veterans, individuals with disabilities, sexual orientation, or gender identity

Note: Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.