

## **JOB ANNOUNCEMENT**

### **Lab Analyst Assistant**

RMB Environmental Laboratories, Inc. seeks a **Laboratory Analyst** for our Environmental Laboratory Division, to perform testing of samples submitted to the laboratory following written procedures and good documentation practices. This is a full-time permanent year-round position where we would like an individual to begin as soon as possible in our Detroit Lakes office.

RMB Environmental Laboratories, Inc. is located in Detroit Lakes, Minnesota. Detroit Lakes is a city at the center of “lake’s county” in northern Minnesota with a resident population of approximately 8,500 people that swells in the summer as a tourist destination and place of summer fun for people with lake homes that travel from nearby Fargo-Moorhead. More information about Detroit Lakes can be found at <https://www.visitdetroitlakes.com>. More information can be learned about RMB Environmental Laboratories, Inc. by visiting our webpage at [www.rmbel.info](http://www.rmbel.info).

Please submit a cover letter that includes a description of your qualifications and how they meet the job description, an unofficial college transcript, three references, and a resume at [liz.foster@rmbel.info](mailto:liz.foster@rmbel.info) or by mail.

**Position Title:** Laboratory Analyst Assistant

**Start Date:** As soon as possible

**Wages:** Commensurate with experience \$12.00 - \$15.00

**Position Type:** Seasonal / Part-time or Full-time

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.

#### **Major Duties/Responsibilities (Laboratory)**

- 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.
- 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.

### **Education**

- Bachelor's Degree in Biology, Chemistry, or related scientific discipline
- Equivalent: 2 yr. associates degree and 1-year work experience in laboratory setting

### **Experience**

- One (1) year experience in a laboratory environment with wet chemistry experience preferred.