

RMB ENVIRONMENTAL LABORATORIES

JOB DESCRIPTION

Metals Chemist/Environmental Scientist

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| DEPARTMENT: | Laboratory | EXEMPTION STATUS: | Non-Exempt |
| REPORTS TO: | Technical Director / Laboratory Director | Locations | Hibbing and Detroit Lakes, MN |
| DATE PREPARED: | Feb 2023 | Compensation | TBD |

POSITION SUMMARY

A senior chemist position for the Metals Laboratory analyzing environmental samples for trace metals by ICP and ICP-MS.

DUTIES & RESPONSIBILITIES

- Complete analysis following EPA 200.7/6010 and EPA 200.8/6020 in compliance with TNI Standards.
- Perform and document daily standardization, calibration, and performance verifications on ICP and ICP-MS.
- Perform and interpret required QA/QC procedures; recommend, perform and document corrective actions and possible impacts to data quality.
- Troubleshoot instrument problems, perform routine maintenance, and consult with vendor technicians (support engineers) when appropriate.
- Demonstrate proactive commitment and adherence to industry and company safety regulations and procedures.
- Manage the completion of regular training and DOC (Demonstration of Capabilities) for staff per quality policies under the direction of QA department.
- Ensure investigation reports and internal/external audit findings are completed on time.
- Manage inventory needs, assist in ordering of supplies, and maintain stock of all necessary components, supplies, standards and reagents.
- Utilize computer software to prioritize work, track samples, acquire data, perform calculations and statistical analysis, and store data to meet established deadlines.
- Conduct review of analytical sample preparation data including: checks for completeness, calculation accuracy, data interpretation and data quality objective coherence.
- Train coworkers in sample preparation and analysis, instrument operation and maintenance, troubleshooting techniques and data quality objective adherence
- Provide feedback to, Lab Manager, Quality Assurance Manager and/or Project Managers about analysis, data, or other issues
- Ensure department specific Standard Operating Procedures are reviewed and/or updated on time.
- 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).
- Dispose of laboratory waste on an as needed basis while following stringent disposal practices.

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 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.

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.