



Title:
Lab Regulatory Compliance Specialist

Level:
2

FLSA Status:
Non-exempt

Division:
Wastewater

Department/Location:
Wastewater Laboratory

Employment Status:
Regular Full Time

SUMMARY

This position reports to the Lab Director. This position assists the Lab Director in all administrative, regulatory, and analytical requirements of a NJDEP Certified Laboratory as well as customer and regulatory relations.

RESPONSIBILITIES

- In the absence of the Lab Director, the Lab Regulatory Compliance Specialist will assume all administrative and regulatory duties and become the principal liaison to ACUA Lab customers.
- Assists the Director in providing chemical, biological, and instrumentation analyses for County Health Department and other public entity water and wastewater customers, and coordinate and schedule personnel to provide sampling and analytical coverage.
- Assist the Lab Director in generating various laboratory reports and other written material based on interpretation of data and analytical results. Provide for electronic reporting as required.
- Be completely knowledgeable in the use of the Authority's laboratory software system for data entry, monitoring, reporting and quality control as required by the Laboratory's certification.
- Coordinate and schedule personnel to provide adequate sampling and analytical coverage at all times. Assign analysts tasks in such a way to provide accurate and timely analyses for ACUA customers
- As assigned by Lab Director, assists in maintaining laboratory equipment and procedures which meet the applicable certification programs and assure valid laboratory data.
- Administer, edit, and publish the Laboratory Quality Assurance Plan and associated Standard Operating Procedures (SOPs).
- Administer, edit, and publish the Laboratory Acceptance Criteria, MDLs, DOCs in accordance with the Quality Assurance Plan
- Assist on analyzing the cost benefit/ratio of obtaining/maintaining various certifications.
- Responsible for coordinating staff training, to include basic laboratory testing and analysis as required for the day-to-day operation.
- Establish and maintain a working relationship with county and state regulatory officials as well as a professional working relationship with operating personnel and laboratory customers.
- Assist on developing pricing for contractual opportunities.
- Manage the purchase of chemicals, supplies and equipment to support testing needs.
- Assist with staff evaluations by providing accurate and professional feedback.
- Assist on any special Wastewater research and/or projects.
- Attend appropriate workshops and seminars to ensure the laboratory is engaged and current in the regulatory environment.
- Acting as Lab Safety Officer, ensure that all working environments are safe and that all personnel are adequately protected. Ensure that all personnel are properly trained and equipped with adequate safety equipment and safety devices. Administer the Laboratory CHP and safety manual, with guidance of the ACUA Risk and Safety Manager.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Chemistry, Biology, Environmental Science, or in a field related to Water and Wastewater treatment, with a minimum of 4 credits in Microbiology.
- Minimum 3 years' experience in a laboratory conducting analyses on water, wastewater, or related field.



ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver’s license in good standing.
- Familiarity with laboratory procedures, instruments, and test equipment associated with this field.
- Must be eligible to satisfy the NJDEP requirement for Laboratory Manager/Supervisor, Quality Assurance Officer, and Supervisor/Technical Director for each category on the AUCA’s Annual Certified Parameter List as listed in N.J.A.C. 7:18-2.10.
- Exceptional leadership, written and verbal communications skills.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications.
- Report to work during weather related conditions and emergencies.

PREFERRED QUALIFICATIONS

- Minimum 1-year supervisory experience.

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Constantly works in a close/small workspace. Frequently moves and positions self at the workspace/desk to be able to engage with and service customers, public, and other employees. Must be able to remain in a stationary position for at least 50% of the time. Occasionally moves and transports supplies and materials up to 20lbs. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee’s Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor’s Signature:</i>	<i>Date:</i>