

JOB DESCRIPTION

JOB TITLE: Quality Assurance and Quality Control Specialist
REPORTS TO: Manager of Quality Assurance/Quality Control
DEPARTMENT: Environmental Services
FLSA STATUS: Exempt

Job Summary

Ensures the laboratory's Quality Assurance (QA) program complies with requirements set forth in the Analytical Services Quality Manual, the National Environmental Laboratory Accreditation Program (NELAP), Good Laboratory Practices (GLP) and the Ohio EPA Division of Drinking and Ground Waters program. Provides assessment of QA and QC policies and protocols, trains laboratory staff on QA and QC standards and reporting requirements. Monitors and reviews laboratory data for integrity and QA and QC requirements. Prepares reports regarding laboratory QA and QC activities and operational functions, data integrity, method compliance and special project management. Generates Certificate of Analysis reports for internal and external customers and the Ohio EPA Division of Surface Water. Performs other duties of a similar nature as may be required.

Essential Functions

- Responsible for creating, reviewing and modifying Standard Operating Procedures (SOPs), corrective actions and other controlled forms and documents. Works with the Manager of QA and QC with maintaining and updating the laboratory's Quality Assurance Manual. Manages activities required by the National Environmental Laboratory Accreditation Program (NELAP) and the Ohio EPA Division of Drinking and Ground Waters laboratory certification program by preparing required documentation, submitting applications, coordinating annual audits and reviewing new program requirements.
- Works with the Manager of QA and QC to monitor procedures for the laboratory's Quality Assurance (QA) program to ensure high quality and valid data and to plan, schedule, and implement QA activities such as equipment calibration and maintenance, daily temperature monitoring, annual SOP and forms review, and annual analyst demonstrations of capabilities. Tracks and maintains records for QA activities and assists with technical training on data validation and data integrity and laboratory ethics.
- Responsible for working with laboratory supervisors and staff to resolve process and other issues applicable to the QA program and monitors revisions and additions to certification and regulatory requirements. Drafts new or makes technical revisions to Standard Operating Procedures (SOPs). Reviews drafts of new and updated SOPs and coordinates drafting by others for conformance with state and federal EPA requirements. Creates new QA and QC reports and compiles and generates QA and QC reports for laboratory management, regulatory agencies, and routine audits. Coordinates preparation for onsite audits by state certification officers.

- Works with laboratory supervisors to manage the proficiency testing program by coordinating, receiving and distributing performance testing samples. Assists with the reporting of analytical results to regulators for compliance and performance evaluation. Works with the Manager of QA and QC and laboratory supervisors to assign corrective actions.
- Audits laboratory areas to review practices and procedures and ensure compliance with regulatory agencies and accrediting bodies. Cooperates on joint projects with other departments and acts as a liaison with the plants and outside contacts. Conducts periodic audits and assessments of laboratory methods and processes down to a detailed level. Traces processes from sample collection to reporting to verify compliance with the laboratory Quality Manual, applicable SOPs, and all certification and regulatory requirements.
- Coordinates responses to corrective actions, laboratory audits and compliance reporting. Oversees and performs preparation of monthly and annual regulatory reports. Ensures efficient coordination of activities to meet department objectives. Maintains administrative records, files and statistics including chain of custody, sample control sheets, and regulatory reports. Assists with the coordination of QA and QC activities with internal and external customers.
- Critically evaluates information for accuracy and quality. Tracks samples for compliance with required analyses, reviews data, validates sample chain of custody, and informs users of anomalies. Creates, modifies, and reviews sample testing requirements, schedules, test methods, sample limits, and reports within the Laboratory's Information Management System (LIMS). Uses the LIMS to create reports, query data, and summarize data. Tracks QA/QC Program information such as, SOP status, corrective action status, staff training records, etc. through the QT9 cloud-based software application.
- Reviews, approves and issues certified data reports for internal and external customers to ensure compliance with analytical methods and testing requirements. Reports results for wastewater NPDES permit testing through the Ohio EPA eDMR system and for drinking water compliance through the Ohio EPA eDWR system.
- Works with the Manager of QA and QC as a project liaison for external clients and coordinates client testing requirements with the laboratory management staff for external contract work. Prepares quotes, invoices, report certifications and reports. Manages customer communication and complaints.
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

Candidate must possess a bachelor's degree, preferably in Chemistry, Biology, Environmental Science, Quality Control theory or a closely related field.

EXPERIENCE

Candidate must possess five (5) years of experience working in a role where QA/QC were essential job functions including data validation and review, with experience in the following regulatory programs are preferred, National Environmental Laboratory Accreditation Program (NELAP), American Association for Laboratory Accreditation (A2LA) or International Organization for Standardization (ISO) 17025.

OTHER REQUIREMENTS

LICENSURE AND CERTIFICATIONS

- Valid Class III State of Ohio Wastewater Analyst Certificate is preferred.
- Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must possess detailed knowledge of laboratory procedures and Environmental Protection Agency (EPA) testing methodology. Must have knowledge of the National Environmental Laboratory Accreditation Program (NELAP) and the Ohio EPA Division of Drinking and Ground Waters laboratory certification program. Knowledge of approved methods and protocols used in chemical and microbiological analysis of raw and potable water and wastewater, laboratory quality control and quality assurance principles, practices and methods applicable to large scale, complex water and wastewater utilities is required.
- Candidate must possess skills in quality control analysis, effective written and oral communication, and leadership and people skills. Proficiency in Microsoft Office Suite software, such as Word, Excel and Access are required.
- Candidate must possess the ability to critically evaluate information and ideas, analyze data and make appropriate recommendations. Ability to follow detailed instructions and analytical laboratory testing methods accurately is required in order to facilitate completion of job duties.

PHYSICAL AND MENTAL REQUIREMENTS

During the course of performing the essential functions of this position the employee must be able to compile, compare, compute, analyze, copy, communicate, coordinate, synthesize and instruct. Ability to communicate while exhibiting strong interpersonal skills is required. Physical work will need to be performed, such as standing, sitting, walking, reaching, fingering, feeling, hearing, and talking. Ability to



lift up to 25 lbs. on an occasional basis. Position will require visual demands of near acuity, depth perception, color vision and far acuity. The position requires office, site and field work. For safety reasons hearing is required. The employee will be exposed to hazards in the working environment.