

## **CLASS TITLE: QUALITY ASSURANCE AND SAFETY OFFICER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for monitoring and assuring quality control for the centralized Public Works Laboratory and implementing and monitoring a Chemical Hygiene Plan for the laboratory and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Reviews quality control results from laboratory
- Implements and monitors quality control assurance programs for biological, chemical and bacteriological tests, analysis and experimentation on water, wastewater, industrial pre-treatment and environmental samples
- Implements and monitors a Chemical Hygiene Plan for the laboratory
- Works to identify laboratory deficiencies and establish measures for improving quality control and safety within the laboratory
- Troubleshoots for technical problems at the operator's lab
- Assists with the quality control and safety training of laboratory technicians and the training and monitoring of operational personnel involved in laboratory related duties
- Prepares and administers external laboratory services contacts related to quality control and assurance
- Conducts record keeping, data compilation and report writing needed for regulatory agencies
- Perform research assignments
- Maintains an inventory of supplies for the operations laboratories
- Conducts safety inspections
- Oversees certification of labs by state and federal labs
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, or a closely related field, and three (3) years of progressively responsible chemical, environmental, or water/wastewater laboratory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128

Knowledge, Abilities and Skills: Considerable knowledge of the procedures, equipment, and technology of a laboratory; considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of federal, state, and local regulations pertaining to water, wastewater, and environmental standards; ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and kneeling; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and possession of a valid applicable Water, Wastewater, or Laboratory Certification as issued by the Department of Environmental Quality (DEQ).

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a laboratory setting.

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**Class Code: 2524**

**EEO Code: N-02**

**Pay Code: ST-39**

**Group: Cultural, Legal, and Sciences**

**Series: Sciences**

**Effective date: June 20, 2012**