CLASS TITLE: LABORATORY CERTIFICATION COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for helping to ensure that all Water Quality Assurance laboratories properly perform analysis in compliance with National Pollutant Discharge Elimination System (NPDES) permits, Clean Water Act, Safe Drinking Water Act, and laboratory accreditation; assisting with all duties required to maintain Oklahoma Department of Environmental Quality (ODEQ) Laboratory Accreditation for drinking water and general water certification and performs other related assigned duties.

ESSENTIAL TASKS:
- Reviews laboratory accreditation standards to ensure laboratory documentation compliance and provide training as necessary
- Organizes training records into the document control software and Laboratory Information Management System (LIMS) to provide checks that will prevent expiration of employee Ongoing Demonstration of Capability (ODC) credentials and other documentation
- Verifies all documents are in the document control software
- Assists in maintaining and verifying inventory for Computerized Asset Management Information System Lucity and other software when applicable
- Assists supervisors and chemists to ensure consistency of all documents, policies and forms used in the laboratories and attend meetings as necessary
- Provides supervisors with reports for expired training, Standard Operating Procedures, ODCs and other reoccurring documentation requirements
- Implements proper controls to ensure Nonconformance/Corrective Action Report (NCCAR) documents are available and properly associated with the data
- Participates in ODEQ and internal lab audits to ensure document control meets audit requirements
- Organizes and implements a comprehensive system for file storage, retention, retrieval and organization
- 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:
<u>Training and Experience</u>: Graduation from an accredited college or university with a bachelor's degree in chemistry, biology, environmental science or a closely related field, and six (6) years of progressively responsible experience, including two (2) years in an environmental laboratory setting and certification audit requirements

<u>Knowledge, Abilities and Skills</u>: Comprehensive knowledge of proper laboratory documentation and procedures; comprehensive knowledge of computers and computer databases, word processing and spreadsheet programs; considerable knowledge of the principles of laboratory practices, chemistry and related practices of proper lab documentation; knowledge of document control software, Laboratory Information Systems and certification requirements; knowledge of federal, state and local regulations pertaining to wastewater, drinking water and environmental standards. Ability to plan, organize and implement documentation that is compliant with laboratory accreditation standards; ability to create and maintain accurate records; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

<u>Physical Requirements</u>:   Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

<u>Licenses and Certificates</u>: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1530
EEO Code: N-02
Pay Code: ST-39

Group: Cultural, Legal, and Sciences
Series: Sciences

Effective date: February 22, 2017