

**CITY OF POMPANO BEACH
JOB DESCRIPTION**

JOB CODE 473

ANALYTICAL/QA SPECIALIST

GENERAL

This position is responsible for performing quality control activities and analytical activities. This position has supervisory responsibilities and is performed under direct supervision in department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists the Quality Assurance Officer in overseeing all compliance sample collection and analysis at the Water Treatment and Re-use Plants.
- Performs analytical activities meeting all Quality Control requirements as specified by the National Environmental Laboratory Accreditation Conference (NELAC), including performing instrument calibrations, quality control sample analysis and preparations, quality control statistical analyses for acceptability, and trouble-shooting due to quality control failures all involving heavy and meticulous documentation using.
- Collects samples according to the Florida Department of Environmental Protection (FDEP) protocols.
- Performs Deionized water system checks and laboratory instrument quality checks.
- Prepares the chemical inventory, handles chemical disposal, and writes standard operating procedures.
- Backs up the Laboratory Manager and Quality Assurance Officer in a supervisory capacity in both field and laboratory regulations, handling compliance issues with DEP and county regulatory agencies, validating and verifying data, and revising the Quality Manual.
- Supervises the Field Sampling Specialist when backing up the Laboratory Manager.
- As back-up to the Quality Assurance Officer, this position will functional oversee all aspects of compliance sampling and analysis at the Water Treatment Plant and Re-use Plant.
- Interacts with all levels of management to accomplish compliance goals for the City.
- Performs related work as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Water and Wastewater analytical procedures and quality control requirements as required by NELAC.
- Knowledgeable in compliance monitoring and analytical requirements.
- Knowledge of field sampling requirements as mandated by the FDEP SOPs.
- Knowledge of Chemistry practices, laws, procedures, and regulations.
- Knowledge of quality control requirements as mandated by the Florida Administrative Code 62-160. Knowledgeable in water and wastewater regulatory and quality assurance necessary to meet compliance goals.
- Skill in drafting and confidently giving presentations.
- Ability to communicate effectively in written and oral format.

- Ability to multitask, meticulously maintain and organize records and prioritize in a busy environment.
- Ability to write standard operating procedures and quality manuals.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's of Science in Chemistry or closely related scientific field, preferably a Master's Degree. At least 5 years' experience in analytical work and quality assurance is required. A strong regulatory background is necessary. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Must be able to lift 30-40 pounds and handle time related stress.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and an acceptable driving record is required.

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

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Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 25/42

Location: Utilities

GERS: Regular Class