

**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 also acts as back-up for the Laboratory Manager and Quality Assurance Officer. As back up to the Laboratory Manager, this position will supervise the Field Sampling Specialist. As back up to the Quality Assurance Officer, this position will have functional oversee all compliance sample collection and analysis at the Water Treatment and Re-use Plants.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs analytical activities meeting all Quality Control requirements as specified by the National Environmental Laboratory Accreditation Conference (NELAC). This includes performing instrument calibrations, quality control sample analysis, quality control sample preparations, quality control statistical analyses for acceptability, and trouble-shooting due to quality control failures. These activities involve heavy and meticulous documentation.

Collects samples according to the Florida Department of Environmental Protection (FDEP) protocol.

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.

KNOWLEDGE, SKILLS AND ABILITIES

Must have extensive knowledge of Water and Wastewater analytical procedures and quality control requirements as required by NELAC. Knowledgeable in compliance monitoring and analytical requirements. Must have knowledge of field sampling requirements as mandated by the FDEP SOPs. Must have 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. High degree of organization and meticulous record keeping abilities. Strong communications skills that are necessary to presenting information and writing standard operating procedures and quality manuals.

MINIMUM QUALIFICATIONS

BS degree in chemistry or closely related scientific field. A strong chemistry background is required, MS preferred. At least 5 years experience in analytical work and quality assurance is required. A strong regulatory background is necessary. A strong understanding of ethical behavior is required.

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. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to lift 30-40 pounds and handle time related stress and high workload.

SPECIAL REQUIREMENTS

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

4/04

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