

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Laboratory Quality Control Analyst II

The Laboratory Quality Control Analyst II is responsible for required laboratory quality assurance and quality control in compliance with PADEP and Standard Operating Procedures, to perform all required sampling, analysis and reporting to comply with the Authority's NPDES permit, PADEP, USEPA or any other applicable agencies and to assess performance of plant processes and compliance with the Authority's discharge requirements or as directed. Working hours for this position are 7:00AM to 3:00PM, Saturday to Wednesday. The Authority reserves the right to change/modify normal working hours in any combination it deems in the best interest of the operation and management of the Authority's Wastewater System and Wastewater Treatment Plant Laboratory.

Work is directly supervised by the Laboratory Director, Wastewater Treatment Plant Manager (WWTP), or as designated by the Managing Director.

Duties include but are not limited to:

- Performs quality assurance and quality control tests/analyses and maintains quality control procedures, files, test data and reports in compliance with Standard Operating Procedures, PADEP accredited laboratory requirements and PADEP chapter 252 (Environmental Laboratory Accreditation).
- Performs monitoring consisting of, but not limited to, sample collection and chemical, biological, microbiological; and physical analysis of water, wastewater, biosolids, stormwater, industrial water, in all stages of treatment as required or directed to ensure compliance with the Authority's NPDES permit, PADEP, USEPA or any other applicable agencies and for treatment process operation and control.
- Perform required sampling, labeling, chain of custody requirements and delivery to designated laboratory and ensure that all monitoring is conducted in compliance with regulatory agencies, and all applicable procedures and requirements.
- Performing required analysis on quality control samples and annual performance tests for all applicable parameters in compliance with PADEP Chapter 252 to maintain laboratory certification from PADEP and USEPA.
- Prepare and maintain required reagents, microbiology media, standards, containers with required preservation for collection of samples and stock solutions for required analysis.
- Performs corrective actions required to address deviations and deficiencies in compliance with PADEP requirements and PADEP Chapter 252.
- Maintains required stock and up to date inventory of all laboratory equipment, chemicals, solutions, apparatus, materials, accessories, and other supplies required for laboratory operation and compliance with PADEP Chapter 252 and any other applicable agencies/regulations.
- Performs and provides analytical/test results required for determination of chemical requirements and for various treatment process operations and control.
- Ensures that all laboratory equipment and samplers are maintained, calibrated, and operating in compliance with manufacturer recommendations, NPDES permit and PADEP Chapter 252 or any other applicable agencies/regulations.
- Recommends necessary changes in operation of laboratory for PADEP compliance requirements.

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- Participate in special projects as assigned and perform additional testing or sampling as required or directed.
- Respond to and participate in emergency calls when required or directed outside of normal working hours.
- Ensure adherence to safe work practices and procedures as well as federal and state laws, rules, and regulations.
- Perform housekeeping; maintain workspace cleanliness; clean, sterilize, and maintain equipment and apparatus used in all tests and analysis.
- Prepare and maintain reports on results of analyses conducted. Assemble and maintain accurate records and prepare necessary reports.
- Interface, coordinate and communicate with PADEP Laboratory bureau along with Laboratory Director, WWTP Manager and Quality Assurance Officer regarding laboratory compliance, accreditation renewal, corrective action compliance and performance testing.
- Perform other duties as deemed necessary or directed or assigned.

Required knowledge, skills and ability:

- Knowledge of modern laboratory testing, techniques, equipment, terminology, principals, methods, materials, tools, and procedures used in the operation of an accredited wastewater treatment plant laboratory.
- Knowledge, experience and ability to perform sampling and analysis of all analytes accredited by the Authority's NPDES permit using approved methods with the required quality assurance and quality control.
- Knowledge of principles and practices of biology, microbiology, bacteriology, qualitative chemistry, organic chemistry, and inorganic chemistry.
- Knowledge in the operation and maintenance of equipment and apparatus used in the laboratory and ability to troubleshoot technical problems in the laboratory.
- Knowledge in preparing various analytical reports as required to comply with the Authority's NPDES permit, PADEP, USEPA and any other applicable agencies.
- Knowledge of occupational hazards involved and company and industry procedures, safety standards.
- Ability to communicate, read, and write in the English language comfortably, accurately, and professionally, often without language barriers impacting job performance.
- Knowledge and comprehension of basic business principals, practices and procedures, English grammar, punctuation, and business letters/ correspondence to communicate clearly and effectively with all levels of personnel while performing required duties.
- Ability to input, store and retrieve data from electronic devices.
- Ability to perform and proofread advanced mathematical calculations, involving fractions, decimals, and percentages.
- Ability to interpret technical data in technical books, manuals and mathematical or diagrammatic form or drawing forms.
- Ability to perform repetitious tasks and have a high degree of sound independent judgment.

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- Ability to keep up with technological advancements and their applications.
- Must be organized and have the aptitude to prioritize and accomplish/complete tasks independently & efficiently while demonstrating a thorough concern for all the areas involved to meet critical deadlines.
- Must have strength and endurance to lift heavy objects and work in adverse weather conditions, with potential exposure to weather, fumes, odors, dust, potential toxic conditions, and risk of bodily injury.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, climb ladders, and manipulate (lift, carry, move) weights up to 50 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Education and Experience Required:

- Must possess, at a minimum, a Bachelor of Science degree in Biology or Chemistry or closely related field.
- Completion of an accredited college level Water/Wastewater Microbiology courses.
- 5 years experience conducting sampling and analysis of all the analyte accredited by PADEP using accredited/approved methods with the required quality control and quality assurance procedures for the Authority's accredited WWTP laboratory.
- 5 years experience conducting and performing sampling and testing/analysis of wastewater for all conventional parameters listed in the Authority's NPDES permit using PADEP approved accredited methods.
- 5 years experience in using laboratory analytical equipment, apparatus, accessories, reagents, solutions, standards used for the Analysis in Wastewater Treatment Laboratory.
- Must possess and maintain a valid PA driver's license.

Please submit a resume, cover letter, job application (below), three letters of recommendation and name, addresses and phone number of three references in a sealed envelope, to:

Dr. Vijay S. Rajput, Ph.D., P.E., Managing Director
Lower Bucks County Joint Municipal Authority
7811 New Falls Road
Levittown, PA 19055

LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY

Employment Application Laboratory Quality Control Analyst II

APPLICANT INFORMATION															
Last Name						First				M.I.		Date			
Street Address								Apartment/Unit #							
City						State				ZIP					
Phone						E-mail Address									
Date Available						Driver's License State & Number									
Position Applied for															
Are you a citizen of the United States?		YES ☐		NO ☐		If no, are you authorized to work in the U.S.?		YES ☐		NO ☐					
Have you ever worked for this company?		YES ☐		NO ☐		If so, when?									
Have you ever been convicted of a felony?		YES ☐		NO ☐		If yes, explain									
EDUCATION															
High School						Address									
From		To		Did you graduate?		YES ☐		NO ☐		Degree					
College						Address									
From		To		Did you graduate?		YES ☐		NO ☐		Degree					
Other						Address									
From		To		Did you graduate?		YES ☐		NO ☐		Degree					
PREVIOUS EMPLOYMENT															
Company						Phone									
Address						Supervisor									
Job Title				Starting Salary \$				Ending Salary \$							
Responsibilities															
From		To		Reason for Leaving											
May we contact your previous supervisor for a reference? YES ☐ NO ☐															

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

SKILLS & QUALIFICATIONS: PLEASE LIST ANY SPECIAL SKILLS, TRAINING OR CERTIFICATIONS
DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature Date