

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB195 Utilities Quality Assurance Officer
<b>POSITION #/TITLE:</b> 0448 Utilities Quality Assurance Officer	<b>Adopted:</b> 12-07
	<b>Revised:</b> 10-11

<b>POSITION DESCRIPTION</b>
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<b>Dept. ID/Division:</b> Utilities/Laboratory Services	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 13
<b>Reports To Position #/Job Code #/JC Title:</b> 0806/NB201/Utilities Environmental Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Eye, Face, Head, Foot, Protective Clothing, Gas Monitor	

<b>General Statement of Duties</b>
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Develops and maintains QA/QC protocols pertaining to ongoing water quality environmental monitoring programs in compliance with regulatory agency requirements. Acts as a technical supervisor over complex analyses pertaining to water quality parameters. Develops and maintains the electronic data handling practices, the Laboratory Information Management System (LIMS) and related applications.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Technical supervision is exercised over chemists, Drinking Water Specialist and provides assistance and supervision to all laboratory services personnel in LIMS applications. Assumes additional supervisory duties during the absence of the Utilities Laboratory Services Manager.

<b>Examples of Essential Work (Illustrative Only)</b>
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Oversees operational integrity of advanced analytical instruments and coordinates service calls with service providers to ensure continuity of operations;  
 Coordinates the implementation of QA/QC protocols and related practices for laboratory services analytical and monitoring programs;  
 Plans and issues work schedules and related work assignments to laboratory services employees;  
 Develops and maintains laboratory services standard operating procedures in collaboration with the Utilities Laboratory Services Manager;  
 Develops and maintains laboratory testing and quality control standards performed by laboratory services personnel in support of ongoing QA program components and in fulfillment of laboratory certification requirements;  
 Develops, validates and reports analytical data output and maintains respective records;  
 Reviews and updates the QA/QC program document to maintain compliance with current regulatory agency requirements related to sample collection, samples preservation/holding times and analyses;  
 Trains laboratory services employees in the areas of LIMS applications, instrumental analyses and related standard operating procedures;

Collaborates with City IT personnel for access to laboratory generated data via the Laboratory Information Management System;  
Monitors, maintains and conducts data management practices pertaining to the Laboratory Information Management System;  
Coordinates all laboratory services employees training, development and provides input to Lab Services Manager on respective job performance;  
Develops and oversees City and Intra-agency groundwater monitoring activities including data reporting to respective parties;  
Maintains an adequate inventory on hand of necessary supplies that are required for field work assignments related to groundwater monitoring programs;  
Acquires written quotes from certified laboratories for outsourcing of required analyses that cannot be performed in-house;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of chemical, microbiological methodologies pertaining to processing and analysis of environmental samples for water quality parameters and applies statistical principles relevant to data quality in accordance with laboratory services QA program;  
Comprehensive knowledge of principles, practices and techniques of laboratory operations and quality assurance/quality control programs;  
Comprehensive knowledge in use and maintenance of advanced analytical instrumentation, computer software and hardware;  
Ability to conduct complex analytical procedures, record and report generated data;  
Ability to perform advanced mathematical and statistical computations;  
Ability and skill in validation of analytical data generated by laboratory services personnel;  
Skill in data gathering procedures and ability to prepare and issue accurate and reliable written reports in an orderly and timely manner;  
Ability to operate personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to communicate effectively, establish and maintain effective working relationships with Water Pollution Control and Water Plant managers, laboratory services personnel, regulatory agency representatives, other City employees and the public at large;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, biology or related field; and  
Considerable experience in advanced trace chemical analyses and comprehensive knowledge pertaining to QA/QC principles, sampling protocols and computer usage and applications; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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Valid Iowa Driver's License.

<b>Essential Physical Abilities</b>
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Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to observe, monitor and evaluate laboratory sampling techniques and other related control measures;

Sufficient manual dexterity, which permits the employee to develop and monitor Utilities Laboratory Services testing procedures and perform sampling projects;

Sufficient personal mobility, which permits the employee to conduct laboratory testing procedures and inspect treatment facilities equipment.