HELIX WATER DISTRICT invites applications for the position of:

**Laboratory Compliance Administrator**

An Equal Opportunity Employer

| **SALARY:** | $8,531.00 - $10,888.00 Monthly  
                          $102,372.00 - $130,656.00 Annually |
| **OPENING DATE:** | 07/27/22 |
| **CLOSING DATE:** | Continuous |

**THE POSITION:**

OPEN UNTIL FILLED

HELIX WATER DISTRICT is seeking an experienced and responsible Laboratory Compliance Administrator to join our team. Helix prides itself in being a progressive industry leader. Our work makes a difference and we are passionate about our technical professions and the customer service we provide. Our culture of open communication, teamwork and valuing each employee's unique contributions is the backbone of our organization. If you share these values, we would love to have you join our team!

This exempt, advanced professional-level position works at the district's Treatment Plant located in Lakeside, CA. The Laboratory Compliance Administrator is responsible for performing the duties of quality manager under accreditation with the Environmental Laboratory Accreditation Program. They are responsible for regulatory compliance of assigned programs and performs a wide variety of routine to complex biological, microbiological and general chemical analyses to ensure compliance with federal and state water quality laws and regulations; and performs related duties as assigned.

**OVERVIEW OF RESPONSIBILITIES:**

Maintains and updates the laboratory quality manual and chemical hygiene plan annually; acts as chemical hygiene officer.

Maintains data integrity and ethics plan in the laboratory; conducts and documents annual training for all staff required to be trained in Environmental Laboratory Accreditation Program regulations. Participates in external lab audits (on-site assessments).

Establishes, plans, organizes, arranges and maintains internal audits for all elements of the management system including testing and/or calibration activities annually according to Environmental Laboratory Accreditation Program regulations.

Develops recommendations to improve lab programs, policies, procedures and treatment plant operations. Monitors standards of performance in quality assurance and quality control; monitors corrective actions and creates corrective action report after on-site assessments with assistance from the technical manager.

Maintains compliance with Division of Drinking Water approved sample monitoring plan.
Prepares annual consumer confidence report. Prepares, plans and oversees development of required regulatory reports including the public health goal report and Lake Jennings watershed sanitary survey report.

Provides backup capability to senior biologist in their absence; performs routine bacteriological, microscopic, physical and wet chemical analyses of water quality samples following quality assurance as listed in certified Environmental Laboratory Accreditation Program-approved methods; collects weekly compliance bacteriological samples.

Reviews, researches and evaluates proposed water quality regulations and prepares regulatory summaries, comments and reports. Interprets water quality data and prepares technical reports and correspondences in response to requests from regulatory agencies, consultants and the public.

Prepares standards, reagents and samples for analysis, compliance and treatment plant operations support; orders supplies for the laboratory, treatment plant operations and field staff; assists in preparing and monitoring the laboratory budget.

**QUALIFICATIONS:**

A Bachelor’s Degree in chemistry, biochemistry, biology, microbiology, natural or physical science, environmental engineering, sanitary engineering, or chemical engineering; and three years experience in the analysis of chemical, biological, or microbiological samples in an environmental laboratory, prior to being designated technical manager or quality manager.

A Master’s Degree in chemistry, biochemistry, biology, microbiology, natural or physical science, environmental engineering, sanitary engineering, or chemical engineering may be substituted for one year of the required experience;

A Doctorate in chemistry, biochemistry, biology, microbiology, natural or physical science, environmental engineering, sanitary engineering, or chemical engineering may be substituted for two years of the required experience.

A valid Class C California driver’s license and ability to maintain insurability under the district’s vehicle insurance policy.

Possession of an AWWA (CA/NV Section) Water Quality Analyst II Certificate or higher or ability to obtain within two years.

**APPLICATION PROCESS:**

To be considered for the Laboratory Compliance Administrator, please complete the online application and supplemental questionnaire and view a complete list of job responsibilities by visiting our career section at hwd.com/careers/. Resumes are not accepted in lieu of the online application.
Laboratory Compliance Administrator Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire: Responses to the questions below will be used to determine your eligibility to advance in the recruitment. Please do not type "see resume" or "see application." Be advised you will be "timed out" of this page after 30 minutes. Please save your work continuously. I understand the guidelines above.

☐ Yes    ☐ No

* 2. Do you have at least three years of experience working in an ELAP-certified laboratory, preferably within the drinking water or wastewater industry? If yes, please explain your role(s).

* 3. Do you have at least four years of analytical experience in a laboratory with two years at an advanced level with a focus on laboratory software management, supervisory, quality assurance, or regulatory compliance responsibilities? If yes, please describe. If none, please indicate "N/A".

* 4. In detail, please describe your experience with ELAP on-site assessments and completing Corrective Action Reports. If none, please indicate "N/A".

* 5. In detail, please describe your experience preparing and conducting internal audits. If none, please indicate "N/A".

* 6. Please list any specific course work you have completed pertaining to chemistry, biochemistry, biology, microbiology, natural or physical science, environmental engineering, sanitary engineering, or chemical engineering. If you have a degree, please list the degree and any additional coursework or training that you have had.

* 7. Describe your experience with writing manuals, including a Quality Manual, Quality Assurance Manual, Chemical Hygiene Plan or other.

* 8. Please describe your experience in reviewing lab result data including QA/QC on compliance sampling, correcting incorrect results, confirming uploads to State/Federal databases, etc.

* 9. Why are you interested in the Lab Compliance Administrator position with Helix Water District?

* Required Question