

**Job Title: Laboratory Analyst / Manager**

**Closing Date/Time: Until Position Filled**

**Job Type: Full Time**

**Department: Water Quality Control Department**

The City of Loganville is seeking a full time Laboratory Analyst /Manager in the Water Quality Control Department. This position is in a Quality Control laboratory in the Water Quality Control facility. The laboratory performs routine testing on water, wastewater and Storm water samples

**Major Duties:**

- Directs the maintenance and repair of the water/stormwater/wastewater laboratory equipment, testing water samples, and other laboratory operation duties. Plans, schedules, and assigns work; instructs and trains in correct methods and procedures.
- Directs and supervises all phases of the water/stormwater/wastewater laboratory process, including scheduling and directing water sample collection and the testing of water samples.
- Ensures proper use of chemicals; ensures chemical dosage is in compliance with State guidelines; ensures the proper storage of chemicals ensures laboratory is clean and operating according to policy and procedure.
- Prepares, submits and maintains accurate reports and records on plant operations; prepares and submits orders for chemicals and supplies; prepares and maintains accurate reports and records on chemicals consumed.
- Maintains inventory of chemicals necessary for water/stormwater/wastewater treatment.
- Assists in conducting tours of water/stormwater/wastewater treatment facilities.
- Assists with correspondence between the City of Loganville and the Georgia E.P.D. concerning all current water/stormwater/wastewater treatment facilities and permits.
- May operate City vehicles in the performance of duties or to attend training programs.
- Continuation of related and unrelated training, with emphasis on current computer applications (SEMS, and NET DMR system), supervisory, as well as job related duties, as to remain up-to-date with the needs of the job; from an acceptable source that offers Continuing Education Units, as determined by the Department.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Develops the laboratory quality control program, plans and organizes daily, weekly, monthly, and annual testing for NPDES requirements.
- Responsible for ordering all laboratory supplies and materials.
- Performs other related duties as assigned.

**Requirements:** High School Diploma, or GED. One (1) year experience or training in the field of Laboratory Analyst operations; Certified Laboratory Analyst certification; Must possess a valid Georgia Driver's License (Class C) and have a satisfactory Motor Vehicle Record. In addition, must possess an acceptable Criminal Background and pass a Drug Screen.

**Benefits include:** Health, Life and Dental Insurance, Paid Holidays, Vacation, and Sick Leave.

Applications are available at City Hall or on our website at [www.loganvillega.gov](http://www.loganvillega.gov).

Submit completed application to City Hall, 4385 Pecan Street., Loganville, Ga.,

30052, Attn: Human Resources Director. Resumes will NOT be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer and Drug Free Workplace