

Laboratory Manager

Basic Function

Oversees the operations of laboratory including quality control, certifications, legal requests, personnel, sample analysis and safety by performing the following duties.

Responsibilities

1. Manages laboratory personnel including hiring, scheduling, training, and counseling.
2. Provides customer service and support.
3. Completes accreditation application, renewals, and audits.
4. Manages quality control including internal audits, corrective and preventative actions, executive reviews, and manual updates.
5. Manages proficiency programs for all labs ensuring accurate and timely reporting of results.
6. Serves as contact for legal requests for subpoena of records and depositions.
7. Serves as contact for subcontracted labs.
8. Ensures adequate safety records, audits, trainings, and updates safety plan and chemical hygiene manuals.
9. Researches new projects and services, chemical and supply vendors, and new lab equipment.
10. Attends laboratory meetings and other technical meetings or trainings as required.
11. Assists lab staff in any area needed.
12. Oversee use and maintenance of laboratory equipment.
13. Perform other related duties as assigned.

Skills

Oral Communication Skills
Written Communication Skills
Leadership Skills
Technical Communication
Customer Service
Planning
Professionalism
Organization
Computer Literacy

Education/Training

Degree: Bachelors Degree with 24 hours in chemistry; and two to four years related experience and/or training in soils/concrete laboratory testing; or equivalent combination of education and experience.
Completion of Chemical Hygiene/Hazcom safety training.