



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	CHEMISTRY / MICROBIOLOGY ANALYST
Department:	Analytical
Reports to:	IAQ Technical Director / Westbrook Office
Schedule:	Monday – Friday (or to be determined by Manager) & overtime as needed
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities:

Responsible for performing technical and administrative functions for the daily operation of the Chemistry/Microbiology Labs.

Essential Duties & Responsibilities:

Performs IAQ analysis.
Performs radon and asbestos analysis.
Enters analytical result data into laboratory information management system.
Assists in development of new analytical procedures.
Assists in writing standard operating procedures (SOP's).
Performs preventative maintenance of lab equipment.
Performs additional duties as required.
Performs all duties in accordance with established lab quality and safety guidelines.

Physical Demands:

Able to stand for long periods of time.
Ability to lift 30 pounds to chest height.

Supervisory responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

Education:
Bachelor's degree in Chemistry or Microbiology or a closely related science.

Experience:
2 years related lab experience preferred.

Alternate:
Associates degree in Chemistry Microbiology or a closely related science and two (2) years closely related lab experience preferred.

Other:
Must have strong math and computer skills and have the ability to document work with accuracy.
Must be detail oriented and possess good statistical, communication, organizational and multi-tasking skills.