



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	INDOOR AIR QUALITY ANALYST
Department:	Asbestos, Radon, & IAQ Microbiology Laboratory - Westbrook Division
Reports to:	IAQ Laboratories Technical Manager
Schedule:	Monday – Friday 8:00AM to 5:00PM (subject to change as needed)
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities:

Indoor Air Quality Analysts work within the Asbestos, Radon, and IAQ Microbiology laboratories in our Westbrook Office. Primary duties include sample receiving, data entry, and data reporting as well as technical functions such as equipment maintenance and material inventory. Strong communication and organizational skill will be key among departments. College-level education preferred, but not required.

Essential Duties & Responsibilities:

- Complete Asbestos, Radon, and IAQ Microbiology testing procedures using microscopy, liquid scintillation, and culture-based methods.
- Receive samples, LIMS data entry, and data reporting.
- Perform and aid with preventative maintenance and repair of laboratory equipment.
- Assist with maintaining department supplies and materials as needed.
- Perform all duties in accordance to company's quality and safety guidelines as well as with corresponding certifying body's standards.
- Assist in reviewing and revising Standard Operating Procedures, Quality Manuals, and other controlled documents.
- Assist in the development of new analytical methods or management system procedures as needed.
- Serve as a technical resource to the company, department members, and clientele.
- Perform additional duties as required.

Physical Demands:

Able to sit or stand for long periods of time.
Ability to lift 35 lbs. to chest height.

Preferred Qualifications:

Education: Associate's or Bachelor's Degree in the Sciences preferred.

Experience: Hands-on lab experience preferred.

Other: Strong organization, communication, and computer skills.

Minimum Qualifications:

Education: High School Diploma.

PO Box 788, Waterville, ME 04903 • Fax: (207) 873-7022 • Tel: (800) 244-8378
227 China Road, Winslow, ME 04901 • Tel: (207) 873-7711
120 Main Street, Westbrook, ME 04092 • Tel: (207) 878-6481
www.nelabservices.com