



## Job Posting

This position will be posted internally for 5 calendar days and the process begins with completing an employment application for the position with a statement of why you are seeking this position and email to [Careers@gcatx.org](mailto:Careers@gcatx.org). Upon receipt, it will be followed by a file review. Subsequent interviews will be scheduled for qualified internal applicants through facility supervisors as convenient and to not disrupt work at the applicant's facility. We will consider external candidates simultaneously.

**Positions: Lab Sample Coordinator, Central Lab – Sun-Wed shift, 6 am – 4:30 pm, pay range: (\$15.09 – \$23.77)**

**Job Summary:** Perform lab sample coordinator duties as directed to ensure proper disposition of samples for testing in a safe, organized, efficient and timely manner. Know procedures, techniques and all quality assurance requirements when organizing processing and handling, transporting, entering and disposing of samples. High energy, lab sampling knowledge, computer skills and attention to details are required in this fast-paced working environment. Duties also include attention to proper operation and maintenance of vehicles. Reports to Conventional Lab Coordinators or designee.

**Typical Duties and Responsibilities:** Perform duties safely, timely and professionally as identified and directed. Receive and process all samples that are delivered each day on routine and non-routine schedules as directed or required of lab and facilities. Ensure accurate and timely completion of required documentation for pickups and deliveries. Receive bottle order request and notify customer of receipt; pass order to designated staff for completion. From each Chain of Custody delivered: receive, scan into WinLIMS, check the pH levels and distribute to the appropriate workstations or prepare to be sent out to the designated contract lab. Provide assistance to lab analysts performing pH testing at Bayport Industrial plant and offsite sample collection areas, as necessary. Complete COC's and verify condition of samples when received in the lab. Check & sort COC's weekly (by Wednesday) by facility and return originals and pink copies to the facility of origin. Complete COC return report and file yearly with Quality Assurance office. File yellow copies by month, facility and department. Re-label Bayport Customer Samples daily for couriers to return to facility. Print and roll bar code labels for bottles. Rinse Conventional pipettes in hot water & DI water, then dry in the oven. Change pipette water weekly. Recalibrate thermometers and burets for the lab, as scheduled or as needed. Adhere to safety requirements at the lab and each facility. Provide backup assistance to Warehouseman, Administrative Assistant and Courier. Maintain walk-in refrigerator and disposal of samples. Check and record DI tanks and meter status daily. Notify Mueller of necessary change of DI water tanks, conduct water sampling and notify lab personnel when DI tanks have been changed. Coordinate pick-ups with outside customers and labs. Order any miscellaneous supplies required to complete the job. Generate reports for outside lab facilities, when necessary. Be readily available during events such as lab tours, but also for hurricanes, pandemics, storms and plant emergencies, in accordance to the emergency plans. Perform all other related duties as required by supervision.

**Knowledge, skills, and abilities** - Demonstrated knowledge of the basic lab environment to ensure safe pick-up, handling, transport and delivery and other secondary duties in a lab setting. Possess excellent organization, time management and process flow skills ensuring efficient disposition of all samples and sampling processes. Safely operate a motor vehicle, knowledge of traffic laws, rules of the road, basic vehicle maintenance and repair is required. Knowledge of GCA policies and procedures required for operating a GCA vehicle. Maintain driving record in accordance with current GCA Policies and Procedures. Ability to read, interpret, react and respond to safety concerns, information and instructions. Ability to read and follow directions, comprehend and implement instructions. Ability to communicate orally, in writing, and present thoughts and ideas. Possess good computer skills and capabilities.

**Environmental conditions** - Work is performed within industrial complexes, indoors in lab environment and at facilities located in an industrial environment. Work is performed both indoors and outdoors in heat (100°F) and cold (32°F) in all weather conditions. Ability to be fitted with respirator(s), safety shoes, and safety glasses.

**Education, certification, and experience required** - Associate Degree in Chemistry, Environmental or related program.

Three (3) years' laboratory experience in related industry. Experience in wastewater treatment plant operations and lab procedures. Valid Class "C" Texas Driver's License.

**Physical requirements** - Ability to sit, stand, walk, kneel, crouch/stoop, squat, twist upper body, and climb ladders while performing various job functions. Ability to grasp with hands and manipulate tools and pumps. Ability to grasp with hands and manipulate glass sample bottles. Ability to use dollies, material handling equipment as needed to relocate equipment. Ability to safely operate a motor vehicle. Ability to lift up boxes and materials weighing up to 40 lbs. Ability to visualize, recognize, hear and respond to alarms.

**The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to expectations described herein does not constitute harassment in any form.**