



Gulf Coast Authority Job Posting

General

This position will be posted internally and externally 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 submit online at **GCATX.ORG/Careers page**. 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.

Position

Central Lab-Lab Tech II-Receiving

Pay Range

For Qualified Candidates IS ~ \$22.13 - \$28.51

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 Lab Operations Coordinator.

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. Aid 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 and 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 courier services to facilities and Central Office. Coordinate pick-ups with outside customers and labs. Provide support to all laboratory operations. Function may include but not limited to: washing glassware, prepping stations, clean up, re-stocking supplies, etc. Provide backup assistance to Warehouseman, Administrative Assistant and Coordinators. 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 with 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 extreme heat (100°F) and cold (32°F) in all weather conditions. Ability to be fit with respirator(s), safety shoes, and safety glasses.

Education, certification, and experience required

Associates degree. One year experience at GCA or one-year laboratory experience in related industry or 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 hand-held instruments. 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 boxes and materials weighing up to 40 lbs. Ability to visualize, recognize, hear, and respond to alarms

Summary and Timing

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 the expectations described herein does not constitute harassment in any form.