



# Gulf Coast Authority Job Posting

<b>General</b>	
The process begins with completing an employment application with a statement of why you are seeking this position and submit online at <a href="http://GCATX.ORG/Careers">GCATX.ORG/Careers</a> page. Upon receipt, it will be followed by a file review.	
<b>Position</b>	<b>Pay Range</b>
<b>Central Lab-Organic Lab Tech I</b>	<b>For Qualified Candidates IS ~ \$22.90-\$29.51</b>
<b>Job Summary</b>	
Perform organic extractions on samples using solid-phase extraction and liquid-liquid techniques. Run the following instruments to test wastewater samples: GC-ECD, HPLC, and IC. Responsible for proper lab documentation, reporting, and required quality recording and parameters. Other support duties as required.	
<b>Typical Duties and Responsibilities</b>	
Perform extractions and sample prep. Calibration and analysis of standards and samples for GC, HPLC, and IC testing. Ability to perform extraction and concentration of samples. Composite incoming samples. Merge composite samples in LIMS. Wash glassware, maintain broken glass inventory, and repair. Maintain documentation for composites, extractions, and concentrations. Maintain balances, weights, and thermometers. Maintain inventory of standards, gas, and other supplies. Other duties as assigned.	
<b>Knowledge, Skills, and Abilities</b>	
Demonstrated, advanced proficiency in Microsoft Office Suite: Word, Excel, Project, PowerPoint, Outlook, and other specialty software including SharePoint; Good organizational and time management skills; Excellent customer service skills and interpersonal skills; Ability to maintain sensitive and confidential information; Ability to multi-task and handle changing priorities; Knowledge/proficiency of the GCA policies and procedures; Knowledge and experience operating general office equipment.	
<b>Environmental conditions</b>	
Work is performed indoors and may involve exposure to potential noise, electrical, explosives, radiation, fume/odor, chemical, and toxic waste hazards with proper precautionary procedures and equipment.	
<b>Education, certification, and experience required</b>	
Associate degree or two years of college in chemistry or a related field with a background in quantitative analysis and organic chemistry is necessary. One year of lab experience is necessary.	
<b>Physical requirements</b>	
Ability to stand and walk while performing various lab tests and other job functions. Occasional need to sit, kneel, crouch/stoop, squat, twist the upper body and climb the ladder while retrieving samples, standards, or working on equipment. Ability to grasp with hands and pull, push, or twist lab implements such as syringes, vials, and glassware. Ability to grasp with hands and lift, push, or roll with help of gas cylinders.	
<b>Summary and Timing</b>	
<b>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.</b>	