



## **Laboratory Manager – Job Description**

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia. ESS has been a leader in water & wastewater treatment operations and maintenance for over 33 years. The company also maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing water, wastewater, and soil testing from outside clients.

ESS currently has an opening for an Environmental Laboratory Manager, with a degree in Microbiology or Chemistry, and a minimum of five years of management experience. Must possess knowledge of the environmental field including quality assurance procedures applicable to a laboratory, bacteriological principles, techniques and terminology used in the examination of water and environmental samples; state and federal guidelines and regulations pertinent to laboratory safety and security; principles of supervision, training and performance evaluation; appropriate computer operations, software and peripherals; general rules for safe exposure and handling of chemical and biological hazards. Candidate should demonstrate the ability to manage multiple projects and support staff, have an understanding of environmental regulations and technical writing, and excellent project organization with the ability to track and meet deadlines. Candidate should also possess experience in marketing and preparing contract proposals. Strong verbal and written communication skills, as well as computer skills, are essential. Must be able to create charts and graphs using Microsoft Excel, and possess a basic knowledge of PowerPoint. NELAC certification experience preferred.

Responsibilities include, but are not limited to:

- Oversight of daily laboratory operation, including assignment of lab staff to duties and monitoring performance of testing in the fields of microbiology and chemistry. Review test results to ensure quality control.
- Purchases or directs purchase of laboratory equipment and supplies, maintains inventory and instrument maintenance.
- Coordinates and conducts education and training programs for personnel. Develops and implements standard operating procedures (SOPs). Develop and maintain appropriate control and quality assurance procedures; ensure compliance with current safety requirements; coordinate laboratory activities with other state and federal agencies and entities.
- Participate in long range planning and budgeting processes; project personnel and equipment needs; develop and monitor the laboratory budget; approve purchase of equipment and supplies.
- Maintain current knowledge of advances in laboratory technology; federal and state regulations; attend seminars, lectures, meetings and professional conferences.
- Project management.

- Business and contract development. Responsible for marketing, division sales, and contract proposals.
- Staff management.
- Interface with clients and regulatory agencies.
- Drawing conclusions from scientific data and writing analytical reports.

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted. Salary may be discussed during interviews.

Full time employee benefits include two weeks of vacation after 12 months of continuous employment, five sick days each year, and nine paid holidays. ESS provides employee medical and vision insurance with a monthly employee contribution of \$25.00; as well as employee dental, life, and long term disability insurance paid by the company. ESS also offers a 401K-retirement plan.

Applications may be obtained online at [www.ess-services.com](http://www.ess-services.com) and sent with your resume, including references and salary requirements, to [info@ess-services.com](mailto:info@ess-services.com) or faxed to Human Resources at (540) 825-4961. Should you have any additional questions, please call Human Resources at (540) 825-6660 or 1-800-541-2116.