

CITY OF HAMILTON**PUBLIC WORKS DEPARTMENT****(HAMILTON WATER DIVISION - COMPLIANCE & REGULATIONS – LOCATION – 700 WOODWARD AVE.)****QUALITY CONTROL / AUTOMATION TECHNOLOGIST - CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Supervisor, Quality Assurance, the Quality Control / Automation Technologist will perform a variety of duties associated with Quality Control and Quality Assurance for the Environmental Laboratory including reviewing and approving analytical reports, maintaining the quality management system, and analysis of method performance. Also, responsible for maintaining the Laboratory Information Management System (LIMS) including a program for automating instrumentation, as well as the co-ordination and protection of data collected through interface of instrumentation with LIMS.

GENERAL DUTIES

Implement and maintain a quality assurance program for the Environmental Laboratory to ensure compliance with City and MOECC regulatory requirements and the Ontario Safe Drinking Water Act (OSDWA).

Maintain a quality assurance program to satisfy requirements for accredited laboratories.

Develop and maintain appropriate automation/interfaces for laboratory instrumentation.

Maintain an audit trail of all changes, upgrades of instrument software and LIMS.

Create and test computer macros for interfacing / downloading information from the instruments to the LIMS.

Training of staff to ensure that computerized equipment, LIMS data entry and electronic transfers are done as required.

Participate in the preparation of annual consumer's report required by the Ontario Safe Drinking Water Act.

Participate in the preparation and evaluation of monthly summary reports for the Water and Wastewater Treatment Plants.

Provide evaluation of data to be submitted to the MOECC and MOH as part of the regular drinking water monitoring.

Prepare documentation related to the Quality Assurance program. Participate in the maintenance of the Laboratory Quality Manual and procedures.

Performs internal and second party audits.

Inputs and retrieves analytical data; prepare and analyze statistics.

Develops and maintains laboratory quality control charts.

Perform other duties that are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Demonstrated knowledge of chemistry or computer or related science specializing in environmental studies normally acquired by obtaining a degree or diploma in Chemistry or related sciences or an equivalent combination of education and relevant work experience.
2. Knowledge of environmental testing with emphasis on quality control in a laboratory setting.
3. Must have excellent analytical skills and ability to detect, correct and prevent data errors.
4. Extensive experience in software such as Word, Excel, Crystal Reports and Laboratory Information Management Systems. Working knowledge of Access preferred.
5. Experience creating macros and performing database searches.
6. Strong knowledge of computer hardware, troubleshooting, and automation techniques.
7. Excellent verbal and written communication skills, initiative, organization and ability to work in a team environment.
8. Excellent report writing, record keeping, and presentation skills.
9. Knowledge of statistical analysis of data
10. Proven experience working with International Standards Organization (ISO) standards, such as ISO 17025 as well as experience in maintaining a Laboratory Quality System.
11. Must be able to follow accredited laboratory protocols.