

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: Laboratory Manager

Summary of Work Environment and Work Performed:

The Laboratory Manager is expected to provide supervision and training for all aspects of laboratory work. This will entail assuring that all laboratory work conforms to our quality standards, work is completed on schedule, results are communicated on time, and that laboratory equipment is properly maintained and supplied. The Laboratory Supervisor has the vital role of being a liaison between Project Managers and the laboratory staff. He or she is closely involved with the development & implementation of company policies.

Essential Job Functions:

	Frequency:
1) Schedule laboratory & services	Daily
2) Enter and distribute lab results to project managers and field technicians, facilitating communication	Daily
3) Perform lab work and oversee quality of lab tests	Daily
4) Train lab staff on how to conduct tests	As needed
5) Responsible for equipment maintenance & calibrations to keep current	As needed
6) Tracks and maintains lab Equivalent Billing Rate (EBR) to meet or exceed set goals	Daily
7) Oversee and perform lab work for CCRL/AMRL, responds to assessment and deficiencies from assessment (if any)	As needed
8) Oversee lab operations, safety and cleanliness	As needed
9) Updates and maintains QSM	Monthly
10) Order laboratory supplies	As needed
11) Assist with billing and invoicing related to lab tests	Monthly
12) Evaluate performance of lab staff through monthly 1-2-1's	Monthly
13) Coordinate attendance at local QAA meetings	As needed
14) Perform other duties as assigned	As needed

Desired Outcomes or Results:

All laboratory work will be performed on time, within established budgets, and thoroughly checked for accuracy. There will be effective communication and positive relationships between project managers and technicians and/or other staff members when the vital role of the lab supervisor as a liaison is successfully carried out.

Education, Knowledge, and Skills Required or Desirable:

- * Four-year degree (PE desired)
- * Minimum of 5 years of experience in Construction Material Testing
- * ACI laboratory Level I (prefer Level II)
- * NICET Level III or equivalent
- * Thorough knowledge of lab testing procedures as related to project assignments
- * Proficient computer skills
- * Strong leadership, communication, and organizational skills