



Job Title: **Laboratory Manager**  
Job Code: 11706  
Department: Natural Resources & Culture  
Reports to: Director of Natural Resources & Culture  
Starting Salary: \$74,159.64  
Salary Grade: 15s

## Laboratory Manager

### Full Time

### Open Until Filled

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#### SUMMARY

The Department of Natural Resources and Culture (DNRC) mission is to research, monitor, assess, manage, conserve, protect, enhance, utilize, and restore the cultural and natural resources within the Tribes' area of interest. Natural resources are cultural resources, and many of the Tribe's values, meanings, and identities are closely linked with features and ecological components of this landscape. The environmental programs within the DNRC's work supports a robust monitoring program for the health and protection of these resources and the landscape. DNRC staff implement various plans for monitoring baseline environmental trends, investigate pollution due to spills, disturbance, emission-causing climate change, ocean acidification, etc., undertake damage assessments, and implement restoration and effectiveness monitoring where possible. Staff work collaboratively to merge the best available science with Indigenous Knowledge through various programs for the benefit of Tribal membership and future generations.

The Environmental Testing Laboratory houses a multitude of analytical capabilities that support environmental monitoring for public health, as well as cultural resource protection. The laboratory program supports government functions, including wastewater treatment, forensic testing, public health, museum collections evaluation, cultural resource evaluation, brownfields evaluation, and more. The laboratory is also working towards ISO 17025.

The Laboratory Manager will be responsible for the administration, implementation, and growth of the laboratory program under the supervision of the Natural Resources and Culture Director and Assistant Director. This position will supervise and coordinate laboratory facility activities, supervise laboratory technicians, and ensure successful execution of testing activities. The position will be responsible for working with other departments to ensure successful administration of the laboratory program: grant applications and budget management, purchasing, staffing and human resources coordination, facility security, data and information security, contract development and execution, etc.

#### PRINCIPAL ACTIVITIES & RESPONSIBILITIES

- Develop, coordinate reviews, and ensure updates of a Laboratory Management Plan. Support the Laboratory's Quality Management System.
- Supervise implementation of testing activities for environmental matrices and cultural materials for human health protection, as associated with the CTCLUSI Tribal Spill Response Plan, Land Quality Assurance Project Plan, Surface Water and Fixed Station Quality Assurance Project Plan, the Air Quality Assurance Project Plan, the Wastewater Treatment Monitoring Plan, the Integrated Solid

Waste Management Plan, the Non-point Source Pollution Management Plan, the Integrated Water Quality Monitoring Strategy, the Water Quality Standards, and possibly other as the program expands.

- Establish and oversee efficient and accurate work practices in the lab assuring timely and accurate reporting of test results; ensure that DNRC lab divisions meet deadlines, accuracy, and critical value reporting.
- Support functional infrastructure of the lab by developing policies, budgets, and procedures (as needed).
- Assist in grant applications, preparing budgets, grant reporting, contract development, and grant and contract implementation.
- Implement and coordinate procurement of testing supplies, review and validate suppliers, according to internal Finance Procurement Policy.
- Collaborate with other departments and institutions to continue building Laboratory capacity.
- Coordinate with relevant departments to ensure facility management and operation (e.g. HVAC, electrical, maintenance needs, etc.).
- Coordinate with Finance Department for insurance coverage for the facility, equipment, and capital assets.
- Assist in implementation and compliance for health and safety as it pertains to chemical, pollutant, and other hazards within relevant facilities for all relevant staff accessing the facilities or handling materials.
- Undertake trainings to expand expertise and maintain credentials. Ensure staff training and resources to maintain and further expertise.
- Manage organization of all laboratory documentation on the CTCLUSI shared drive.
- If needed, assist in implementing, modifying, or creating Standard Operating Procedures (SOPs) for all laboratory activities. SOPs should reflect standardized methods in each field, especially in compliance with EPA methods and regulations covering such areas as testing procedures; sample intake and inventory; equipment; supplies procurement and chemicals management.
- Assist in continued development of the Quality Management System that assures data product quality for public or agency dissemination. Assist the Quality Assurance Officer in bringing laboratory into ISO 17025 accreditation.
- Other duties consistent with general laboratory administration.
- Work as part of a team to implement the Tribes' Environmental Programs, through guidance from the Tribe's EPA-Tribal Environmental Plan. Work with environmental program staff to update relevant components of the EPA-Tribal Environmental Plan (as needed).
- Assist with providing opportunities for program outreach and education.
- Work on various special projects as assigned by the Director, Assistant Director, or the Chief Executive Officer.
- Communicate effectively with federal, state, county, and local governments, contractors, partners, and engage with Tribal members, the general public, private landowners, and stakeholder organizations in a courteous, professional, and efficient manner about laboratory needs and services.
- Must be able to effectively communicate with people having various levels of understanding of pure and applied sciences, environmental protection, and cultural resources.

#### **LEVEL OF AUTHORITY & RESTRICTIONS**

Supervisory

### **PHYSICAL & MENTAL DEMANDS**

- Requires the ability to manage moderate levels of stress arising from schedules, workload, diverse or adversarial stakeholders, etc.
- Must be able to walk, talk, hear, use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Vision abilities required by this job include close vision, distant vision, and the ability to adjust focus.

### **WORKING CONDITIONS & ENVIRONMENT**

- Must be able to work in a biology and chemistry laboratory environment with moderate levels of noise and active team environment.
- Work effectively in a team environment with a diverse variety of technical, professional, and administrative staff.
- Work effectively in a negotiating environment where others may have diverse and competing interests and may be uncooperative or adversarial.
- Requires occasionally irregular working schedules evening and weekend meetings, out-of-area travel for meetings, conferences, workshops, trainings, etc.

### **MINIMUM JOB REQUIREMENTS**

- Must be at least 25 years of age.
- Bachelor of Science in Chemistry, Biology, or other related field.
- Minimum 3 years of laboratory or Good Laboratory Practice (GLP) or Good Manufacturing Practice (GMP) experience.
- Experience with health and safety in laboratory environment.
- Experience with ISO standards, ASTM standards.
- Ability to perform repeated, redundant steps.
- Analytical and problem-solving abilities.
- Valid driver's license, adequate transportation, and eligibility to operate GSA vehicles required.
- Effective communication both orally and in writing including technical, regulatory, and persuasive writing skills.
- Strong attention to detail.
- Demonstrate positive attitude and strong initiative.
- Ability to adapt and drive change.
- Must be proficient in Microsoft Office Suite.
- Must maintain professionalism in absolutely all interactions.
- This is a Covered position and is subject to pre-employment drug testing and criminal history background check, which includes fingerprinting.
- Must have employment eligibility in the United States.
- Maintain appearance standards as outlined in CTCLUSI policies.
- Indian preference will be observed in the hiring process.

### **PREFERRED QUALIFICATIONS**

- 2 years laboratory supervisory or management experience.
- Working knowledge of grant management requirements, including working within the limitations of grant work plans and budgets.

- Working knowledge of Treatment in the Same Manner as a State (TAS) which permits several federal environmental laws to be implemented and managed by Tribal environmental programs.
- Working knowledge of Clean Air Act and Clean Water Act.

**JOB LOCATION**

Tribal Administrative Office  
1245 Fulton Avenue  
Coos Bay, Oregon 97420

Apply online @ [www.ctclusi.org](http://www.ctclusi.org)

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