



Job Title: **Quality Assurance Specialist**  
Job Code: 11703  
Department: Natural Resources & Culture  
Reports to: Director of Natural Resources & Culture  
Starting Salary: \$26.59/hr. DOE  
Salary Grade: 12h

**Quality Assurance Specialist**  
**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 of this landscape. The environmental programs within the DNRC work to support monitoring for the health and protection of these resources and the landscape. DNRC staff implement various plans for monitoring of baseline environmental trends and investigate pollution due to spills, disturbance, climate change, ocean acidification, etc., undertake damage assessments, and implement restoration and effectiveness monitoring where possible. Staff work collaboratively to merge western science and 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 waste water treatment, forensic testing, public health, museum collections evaluation, cultural resource evaluation, brownfields evaluation, and more. The laboratory is also working towards ISO 17025.

The Quality Assurance Specialist will support the implementation and integration of the Tribes' environmental programs, specifically in the Tribe's Environmental Testing Laboratory Quality Assurance / Quality Control (QA/QC) compliance. This position will primarily be responsible for maintaining the Laboratory's Quality Management System, all laboratory QA/QC activities, and building accreditation for the laboratory to ISO 17025. The position will also be required to implement and coordinate procurement for laboratory needs, implement health and safety procedures, and support grant administration.

### **PRINCIPAL ACTIVITIES & RESPONSIBILITIES**

- Work as part of a team to implement the Tribes' Environmental Programs, through guidance from the EPA Tribal Environmental Plan.
- Maintain the Laboratory's Quality Management System

- Draft, update, revise, and maintain the Laboratory's Quality Assurance Plan, Standard Operating Procedures, batch forms, quality assurance project plans, and other quality documents.
- Perform internal audits of the Laboratory, including both technical and quality systems audits.
- Perform and document corrective action, including follow-up monitoring to gauge the effectiveness of the corrective action.
- Coordinate and conduct health and safety trainings for all relevant staff, including for laboratory technicians, Safety Committee, and first responders
- Maintain training records for all laboratory staff
- Organize and maintain digital and hardcopy quality documents
- QA/QC laboratory activities
  - Ensure compliance with SOP implementation for all laboratory activities
  - Perform all QAQC procedures for analytical tests
  - Coordinate calibration of all testing equipment and sample processing equipment, including thermometers, balances, fume hood, incubators, etc.
  - Track and control chemicals and reagents, traceability records
  - Review reports of analytical results for contracts
  - Facilitate validation of new methods, protocols, and equipment
- Administration
  - Coordinate with Finance Department for insurance coverage for the facility, equipment, and capital assets
  - Implement and coordinate procurement of testing supplies, review and validate suppliers, according to internal Finance Procurement Policy
  - Communicate with partners, Tribal community members, staff, and others about laboratory needs and services via email, telephone, website, and other forms of outreach
  - Assist in grant applications, grant reporting, and contract development and implementation.
- Undertake trainings to expand expertise and maintain credentials
- Work with environmental program staff to update relevant components of the EPA-Tribal Environmental Plan (as needed).
- Assist program education and outreach activities as requested.
- Work various special projects as assigned by the Director or the Chief Executive Officer.
- Requires the ability to communicate effectively with federal, state, county, and local governments, and the ability to work well with Tribal members, the general public, private landowners, and stakeholder organizations in a courteous, professional, and efficient manner.
- 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**

- No supervisory authority.

#### **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.
- Must be required to push, pull, lift, and/or carry up to 50 pounds.

### **WORKING CONDITIONS & 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.
- The noise level in the work environment is usually moderately quiet.
- 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 18 years of age.
- Bachelor of Science Degree in Chemistry, Biology, or other related field
- Minimum 1 year of laboratory or GMP quality assurance OR minimum of 2 years previous experience in a laboratory environment
- 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
- Effective communication both orally and in writing including technical, regulatory, and persuasive writing skills.
- Strong attention to detail
- positive attitude, strong initiative
- Ability to adapt and drive change
- Must be proficient in Microsoft Office Suite.
- Must maintain professionalism in absolutely all interactions.
- Must possess reasonable ability to communicate in English.
- 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**

- 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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