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Job title: Environmental Laboratory Manager and Technical Advisor

Location: Pelham, Alabama

Position Description:

Under general direction of the Environmental and Research Engineering Manager, the Environmental Laboratory Manager and Technical Advisor plans, organizes, and directs the activities of the environmental laboratory, provides technical guidance to junior personnel, while assisting in the management of ICT's compliance requirements associated with being ASTM 7036 AETB certified and assists in paving the way for ICT to become Third Party Accredited.

Responsibilities:

- Ensure that all ICT lab, field, and office procedures conform to the ASTM D7036 standard for AETBs
- Develop and maintain an inventory of all laboratory and environmental testing equipment
- Organize and clean lab equipment and keep an up-to-date inventory list of all calibration gas and reagent including expiration dates; ensure ICT has the necessary gases and reagents for upcoming projects; writing Purchase Orders for those not in inventory
- Maintain data acquisition programming for efficient field use, troubleshooting, expandability, and other improvements
- Serve as a mentor for junior engineers and technicians to ensure successful development and professional performance of the environmental testing group both in the field and in the office
- Develop new environmental testing services ICT can market to and provide for its clients
- Ensure that work products and action plans are in support of department as well as ICT's goals and objectives
- Evaluate work products, methods, and procedures; develop/write new SOPs when necessary
- Provide/coordinate staff training and coaching; implement performance development plans for staff; encourage high performance standards required for the efficient and professional operation of the Department
- Represents ICT to outside organizations; participate in community and professional groups and committees as needed; act as a technical and professional resource providing support and assistance reflective of ICT's concerns and interests
- Builds and maintains positive working relationships with co-workers, other employees, clients, exhibiting principles of positive customer service and communication skills
- Responsible for developing a list of preferred vendors list for calibration gases, reagents, and environmental testing equipment

- Offer direction for equipment maintenance, purchasing, and usage for environmental service job performance
- Maintain necessary certifications (Qualified Investigator), examination credentials (specific methods performed), and experience to meet compliance requirements for EPA testing
- Provide field support for environmental testing projects when necessary (25% travel)
- Develop training and internal examinations needed to bridge any deficiencies in existing environmental program
- Perform internal audits of all procedures and work practices in accordance with the requirement in ASTM D7036