

SAMOA WATER AUTHORITY

Position Description

Position Title:	Senior Laboratory Technician
Division:	Infrastructure and Engineering
Salary Grade/Rate:	Grade 6
Responsible to:	Environmental Scientist

Position Overview:

Contribute to the overall performance of the Water Quality by conducting high quality water and wastewater sampling, testing, analyzing and reporting.

Key Duties & Responsibilities:

1. Perform routine internal quality control procedures including calibrations, maintenance, control checks, and proper laboratory setup to ensure accurate water quality testing and analysis.
2. Lead and supervise complete documentation of quality control and assurance processes, ensuring all results are correctly recorded on worksheets and in the database and comply with SNDWS guidelines for wastewater.
3. Ensure all newly opened reagents are properly labelled with opening dates and that full traceability of laboratory documentation and records is maintained at all times.
4. Conduct equipment calibration for laboratory and field instruments, arrange maintenance and repairs as required, and document all equipment performance and servicing in respective logs.
5. Ensure all field measurement instruments are fully calibrated prior to sampling (pre-field) and verified again after sampling (post-field) to maintain accuracy and reliability of results.
6. Conduct routine stock counts of consumables and reagents, notify the ES when minimum stock levels are reached, and manage internal requisitions accordingly.
7. Collect water samples for field and laboratory analysis, ensuring proper storage, preservation, and transportation procedures are followed to maintain sample integrity.
8. Carry out physical, chemical, and microbiological analyses (including MF and Colilert methods) both on-site and in the laboratory while strictly following aseptic techniques.
9. Prepare and submit monthly Water Quality reports to the ES for verification and maintain accurate documentation of all laboratory and field data.

10. Provide training, supervision, and continuous professional development support to new staff and laboratory technicians.
11. Lead and ensure compliance with occupational health and safety standards in both field and laboratory settings, actively identify workplace hazards, and ensure all accidents are properly reported.
12. Undertake research into water and wastewater quality issues, assume leadership responsibilities in the absence of the ES, and carry out any other related duties as assigned by the ES or Technical Manager.

Position Requirements:

- Minimum qualification of a Bachelor in Lab Science or an equivalent qualification in another Science Discipline
- At least three years' experience in laboratory work
- Must have the Ability to supervise and transfer knowledge to other staff
- Good planning and organizational skills
- Excellent analytical and report writing skills
- Excellent communications skills, written and verbally in both Samoan and English
- Good public relations and customer services skills
- Must be Computer literate
- A holder of a Valid driver's license is preferable