



Chemistry Laboratory Manager Job Description

Location: This position is located at Chugach Regional Resources Commission's (CRRC) Alutiiq Pride Marine Institute (APMI) in Seward, AK. No remote work will be considered.

Reports To: Science Director

Supervises: Chemistry Laboratory Technician

Grade: 5

Status: Exempt

The Organization: CRRC is a nonprofit intertribal fish and wildlife commission established to address environmental and natural resources issues of concern to its seven member Tribes, located in the Chugach Region of southcentral Alaska. These include Tatitlek Village IRA Council, Native Village of Eyak (Cordova), Port Graham Village Council, Nanwalek IRA Council, Chenega IRA Council, Qutekcak Native Tribe (Seward), and Valdez Native Tribe.

Position Description: The Chemistry Laboratory Manager is responsible for the operation and management of the Dissolved Inorganic Carbon (DIC) Research Laboratory, conducting laboratory analysis specific to ocean chemistry, and overseeing the APMI Community Sampling and Continuous Monitoring Programs.

Primary Duties and Responsibilities

Laboratory Operations Management:

- Oversee day-to-day laboratory operations, ensuring all activities comply with safety protocols, standard operating procedures, and regulations.
- Maintain and calibrate laboratory equipment, ensuring good working condition of all equipment. Coordinate with vendors for repairs and maintenance when necessary.
- Manage the inventory of chemicals, reagents, and other consumables, ensuring sufficient stock levels and proper storage.
- Conduct assays, which will focus on biochemical monitoring, and assist with the oceanographic monitoring.
- Manage the inventory of samples and maintain accurate chain of custody records.
- QA/QC data generated in the lab and create final reports, figures, and other research products.
- Maintain and operate a "Burke-o-Lator" continuous pCO₂/TCO₂ analyzer to determine baseline ocean conditions. Analyze discrete water samples from APMI partner communities.
- Produce water quality results for Directors and husbandry staff to use in daily activities.
- Oversee CRRC's EPA Water Quality Monitoring program, including interaction with Tribal

A Tribal Organization Focusing on Natural Resource Issues Affecting the Chugach Region of Alaska

Chenega • Eyak • Nanwalek • Port Graham • Qutekcak Native Tribe • Tatitlek • Valdez Native Tribe

Natural Resource Specialists, providing technical assistance, keeping sampling inventory filled, and collecting, curating, and analyzing data.

- Participate in grant reporting.
- Prepare technical and research reports and communicate the results to individuals in industry, government, or the general public.
- Present at regional, national, and international conferences.
- Assist in the preparation of manuscripts for peer-reviewed publications.

Personnel Management:

- Lead and mentor a team of biologists, researchers, and lab technicians, fostering a collaborative and productive work environment.
- Assign tasks, set goals, and conduct performance evaluations for lab personnel to ensure optimal performance and professional growth.
- Provide training and support to team members on lab procedures, safety protocols, and new techniques.

Research Coordination:

- Collaborate with research teams to plan and execute experiments, ensuring timely completion of projects and meeting research objectives.
- Assist in designing experiments, analyzing data, and troubleshooting any technical issues that arise during the research process.
- Maintain accurate records of experimental data and research outcomes, preparing reports for management and external stakeholders as required.

Safety and Compliance:

- Develop and enforce safety protocols, ensuring a safe working environment for all lab personnel and visitors.
- Stay up to date with industry best practices, safety guidelines, and regulatory requirements, implementing necessary changes in the lab to maintain compliance.
- Maintain laboratory safety documentation such as SDS, HAZMAT, and Chemical Hygiene Plans.

Budget Management:

- Assist in budget planning and allocation, making strategic decisions to optimize resource utilization while maintaining high-quality research outcomes.
- Track and control lab expenses, ensuring adherence to the approved budget and identifying opportunities for cost-saving measures.

Quality Control:

- Implement and monitor quality control measures to ensure accurate and reliable results from experiments and analyses.
- Participate in internal and external audits to maintain compliance with quality standards.

Other Duties:

- Occasional travel to rural coastal areas to assist in the field collection of organisms, samples, and data is required.
- General husbandry of algae, bivalve, and fish species onsite may also be required.
- Represent APMI within the Alaska seawater chemistry network.
- Use a variety of testing methods to analyze ocean chemistry parameters, utilizing water quality monitoring equipment such as YSI and others as needed.
- Perform complex laboratory tasks independently and consistently.
- Attend staff meetings.

- Other duties as assigned.

Educational & Experience Requirements:

- Bachelor of Science (Master's degree preferred) in chemistry, biology, geology, marine sciences or related field is required. Experience working in a laboratory setting unsupervised is required.
- Minimum of one year experience with project coordination and implementation.
- Proven experience in a research laboratory setting, with at least 2 years of managerial or supervisory experience.

Skills and Abilities:

- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes the use of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of marine ecology and chemistry, particularly the life history and physiology of marine mammals, birds, fish, and invertebrates.
- Knowledge of laboratory techniques, and instrumentation.
- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with ocean acidification and/or marine sampling analysis preferred.
- Proficiency in data analysis software and laboratory information management systems. Proficiency in Microsoft Office suite is required. Proficiency in R programming is preferred.
- Excellent communication and interpersonal skills for collaborating with researchers, management, and external stakeholders.
- Strong organizational and problem-solving abilities to manage multiple tasks and priorities simultaneously.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Demonstrated ability to lead and motivate a team effectively.
- Ability to generate and interpret statistical, biological, and physiological data from novel sample sources, and to prepare graphical and tabular presentation of findings.
- Ability to research and prepare grant proposals.
- Ability to work independently and collaboratively with a wide variety of personalities and personnel across the state (Tribal, private, state, and federal resource agencies) at a broad range of levels in a fast-paced work environment.
- Familiarity with Chugach Region Tribes and cultures is preferred.

Employee is expected to embrace, support, and promote the core values of respect, integrity, trust, compassion, and quality which align with CRRC's Mission and Vision through their actions and interactions with all staff and partners.

THE CHUGACH REGIONAL RESOURCES COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN

INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF OF THE CHUGACH REGIONAL RESOURCES COMMISSION (Public Law 93-638 Indian Self-Determination and Education Assistance Act, Indian Preference Act, and the Indian Civil Rights Act, 1968 apply). Preference will be given to a Native from the Chugach Region or person who is knowledgeable of the region's language, culture, and language.

Acknowledgment and Acceptance:

Employee Date

Executive Director Date