



GEORGETOWN COUNTY WATER AND SEWER DISTRICT JOB POSTING

Lab Director	
DEPARTMENT: Operations	REPORTS TO: Operations Director
FLSA STATUS: Exempt	PAY GRADE: \$63,467 - \$85,680
POSTING #: 20250005	OPEN UNTIL FILLED

Start date will be on/after February 1, 2026

General Purpose

The Lab Director oversees all laboratory operations, ensuring accurate testing, regulatory compliance, and maintenance of all laboratory certifications. This role provides technical expertise, manages quality control programs, develops procedures, and trains staff on laboratory testing and sampling protocols.

Essential Duties and Responsibilities

- Lead and perform chemical, biological, and physical analysis of water and wastewater to evaluate treatment performance.
- Manage laboratory scheduling, workflow, quality assurance, and quality control programs.
- Develop, update, and enforce laboratory procedures in alignment with EPA, SCDES, and OSHA requirements.
- Conduct laboratory testing following Standard Methods and EPA guidelines; manage all audit sample testing.
- Maintain EPA and SCDES compliance records, SOPs, SDS documents, and bench sheets.
- Ensure proper operation, calibration, and preventative maintenance of laboratory instruments and equipment.
- Coordinate external laboratory services and contract testing; collect and ship samples as required.
- Prepare the laboratory for SCDES recertification and maintain annual certifications through PT studies.
- Oversee laboratory inventory, purchasing, and budget recommendations.
- Train plant operators and staff on laboratory procedures and document proficiency per SCDES guidelines.
- Provide sterile water, collection containers, and other lab support materials.
- Address deficiencies in staff performance and assist with corrective actions.
- Prepare and submit required SCDES reports and correspond with regulatory agencies, contractors, and partner utilities.
- Evaluate laboratory safety and operational procedures, recommending improvements as needed.
- Stay current on developments in water quality analysis and participate in professional meetings.

Other Duties and Responsibilities

- Clean and sterilize laboratory equipment and perform routine custodial tasks.

- Support field sampling/testing and respond to customer inquiries as needed.
- Assist with troubleshooting laboratory instruments and researching new testing requirements.
- Serve on District or employee committees as assigned.
- Perform related duties as required.

Required Knowledge, Skills, and Abilities

- Strong understanding of laboratory practices, self-management, water/wastewater testing methods, and quality control standards.
- Proficiency with computers, including Windows, word processing, and spreadsheet applications.
- Effective verbal and written communication skills.
- Ability to interpret and follow written and oral instructions.
- Ability to establish and maintain professional working relationships with internal staff, other departments, and the public.

Required Education and Experience

- Bachelor's degree in chemistry, biology, natural science, or related field.
- At least three (3) years of progressively responsible experience in laboratory operations.
- Seven years of relevant experience, or an equivalent combination of education and experience.
- Valid South Carolina Driver's License.
- South Carolina Class B Biological Wastewater or Water Treatment License, or able to obtain within two (2) years of hire.
- CPR/First Aid certification obtained within one year of hire.

To Apply

- Apply online at www.gcwsd.com/employment

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EEO / Drug Free

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