

EMI Lab Services, a subsidiary of Engineering Management, Inc. (EMI), provides environmental laboratory analysis supporting municipal water and wastewater systems. We are seeking a detail-oriented **Part-Time Lab Assistant** to join our team and support daily laboratory operations.

Position Summary:

The Lab Assistant will play a vital role in sample receiving, data entry, and general laboratory support. This is a part-time position ideal for candidates interested in laboratory work, environmental science, or gaining hands-on experience in a laboratory setting.

Key Responsibilities:

- Receive incoming samples: verify Chain of Custody (COC) documentation, log samples, test for pH and chlorine (Cl₂) levels, assign Lab ID numbers, store samples appropriately, and notify lab analysts of any 48-hour holding time tests.
- Assign LAR (Laboratory Analytical Report) numbers and create LAR templates for each COC.
- Scan and electronically file all COCs in designated folders.
- Enter data into LARs, generate PDFs of LARs after bench sheet verification, and notify QA/QC when LARs are ready for review.
- Maintain accurate logs of chemical and biological materials used in the lab.
- Manage the disposal process of samples after analysis is completed.
- Assist with general laboratory tasks including:
 - Washing laboratory glassware and TSS filters.
 - Reading and recording Biochemical Oxygen Demand (BOD) values.
 - Participating in lab cleaning rotations to maintain a clean and safe work environment.

Qualifications:

- High School Diploma or equivalent required; coursework or degree in Environmental Science, Chemistry, or related field preferred.
- Prior lab experience is a plus but not required; training will be provided.
- Strong attention to detail and organizational skills.
- Ability to follow standard operating procedures and maintain accurate records.
- Proficient with basic computer tasks (data entry, file management, scanning documents).
- Ability to lift up to 30 lbs and perform tasks requiring standing for extended periods.

Work Hours:

- Part-time, Tuesday, Wednesday, Thursday 9:00 am to 5:00 pm

Compensation:

- Hourly wage based on experience.

To Apply:

Please send your resume to laldridge@eminc.biz with "Lab Assistant Application" in the subject line.