



St. Andrew Bay Watch

St. Andrew Bay Resource Management Association, Inc. (RMA)

Post Office Box 15028

Panama City, Florida 32406

Phone/Fax: (850) 763-4303 Website: www.StAndrewBayWatch.org

JOB OPPORTUNITY ANNOUNCEMENT

Title: Water Quality Monitoring & Lab Coordinator

Pay: Master's Degree or higher \$15.00/hour, Bachelor's Degree \$13.50/hour, Associate's Degree \$12.50/hour. A minimum of an Associate's Degree is required.

Work hours: Part-time, Up to 50 hours per month. Hours vary weekly, depending on sample schedule.

Location: Bay County, Panama City, FL

We are seeking a professional possessing an Associate's Degree or higher with studies in one of the Physical or Natural Sciences to fill a part-time, temporary position for the St. Andrew Bay Watch. Professional experience in environmental protection, regulation, health or one of the physical or natural sciences may substitute on a year-for-year basis for the required college education.

St. Andrew Bay Watch operates a volunteer-based water quality sampling program that monitors the health of St. Andrew Bay and adjacent waters at 73 fixed sites each month. The Monitoring and Lab Coordinator is responsible for maintaining boats and sampling equipment, assisting with training and coordination of volunteers, assisting with water sampling, and management of the laboratory and database files. The person in this position should have a positive attitude, excellent communication and computer skills, be very attentive to details, and should understand the importance of the resource. This person should be comfortable interacting with the public, capable of recruiting and managing volunteers, be a good organizer, and be able to work independently with supervision. This person should be capable of strenuous field work including boat and trailer repairs and maintenance, water sampling in varied weather conditions, and towing and operating a boat. This person should be willing to work a flexible schedule which will be part-time, up to 50 hours per month, and will include some weekends and evening meetings and training activities. This position reports to the St. Andrew Bay Watch Director and the Bay Watch Board. No insurance or retirement benefits are provided.

Duties and Responsibilities:

- Train, and supervise volunteers to accomplish monthly water sampling activities according to established sampling protocols.
- E-mail monthly sample reminders to volunteers and schedule sampling activities accordingly.
- Maintain and calibrate eight multi-parameter data sondes and five turbidity meters according to established protocols before and after each sample event. Maintain related log books.
- Work with volunteers to coordinate the monthly distribution and return of sampling gear and the return of water samples to the lab for processing and preservation.
- Ensure sampling activities are performed according to standard operating procedures in order to maintain data quality.
- Preserve and process water samples according to established protocols.
- Maintain water quality monitoring activities with students and teachers from two local schools.
- Help operate, maintain, and repair laboratory and field equipment, two boats, and two trailers.
- Purchase materials and supplies required to maintain program function, such as boat fuel, lab reagents, ice, office supplies.
- Help maintain volunteer database.
- Help maintain an inventory of water quality program assets.

Preferred Qualifications, Knowledge, Skills, and Abilities:

- A minimum of an Associate's degree from an accredited college or university with studies in one of the biological or natural sciences
- Valid driver's license. Must have a clean driving record and be willing to undergo a background check prior to employment
- Knowledge of the terminology, principles, and techniques used in biological research, analysis, or testing, including the methods of scientific data collection
- Knowledge of coastal and estuarine ecosystems
- Ability to work independently while following and adhering to detailed instructions, standard operating protocols, and company policies
- Ability to meet goals with flexible working hours, while maintaining core hours of 10AM – 5PM, including occasional weekend, early morning or evening hours.
- Willingness and ability to work in adverse weather and physically challenging conditions, including cold, heat, and/or rain, on watercraft
- Ability to transport coolers weighing up to 50 pounds (may use a dolly)
- Detail oriented and possess a strong desire/ability to complete tasks in a meticulous and organized manner
- Ability to engage with the public in a positive, courteous and effective manner
- Experience and/or ability to drive vehicles with trailers up to 30' in length
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), internet/web browsers, email

Application Deadline: May 25, 2018

How to Apply

- Send resume to John Ackerman, St. Andrew Bay Resource Management Association, Inc., P.O. Box 15028, Panama City, FL 32406. Include a cover letter and narrative that addresses the preferred qualifications, knowledge, skills, and abilities.

St. Andrew Bay Resource Management Association, Inc. is an Equal Opportunity Employer. Nothing in this job posting or description should be construed as an offer or guarantee of employment.

St. Andrew Bay Watch

**Turtle Watch – Water Quality – Scallops – Seagrasses – Living Shorelines
Monitoring, Restoration, Research, Education**

www.StAndrewBayWatch.org