



20003 – Sample Management Officer and Analyst

Bargaining Unit: WTEG	Salary Range: ET-3/4 (\$64,000- \$77,300- \$91,100)
Posting Date: March 24, 2020	Closing Date: March 31, 2020
Department: Environmental Management	Reports to: Jim Betteridge
Security Level: Site Access	Assignment: Full-Time (18 Months Term)

INTRO

The role of the Sample Management Officer and Analyst is to provide support to the Whiteshell Laboratories Environmental Remediation Project, with primary focus on executing Sample Management Office (SMO) activities, which includes ensuring that samples selected for the SMO disposition pathway that are collected in support of CNL Site Operations, Environmental Monitoring, and Decommissioning efforts are dispositioned to internal and external analytical laboratories in such a way as to produce properly qualified data to meet CNL regulatory needs, as defined by the subject matter experts on site.

Another focus for the Sample Management Officer and Analyst is providing support to the Environmental Management Branch. This includes the timely completion of sampling campaign preparations, providing support to field work activities, and non-radiological and radiochemical analysis (processing and analysis of samples). This position is intended to increase the capability and depth of the Environmental Management Branch in support of conducting tasks related to the Environmental Monitoring program as required by Environmental line management.

The SMO Officer/Analyst must be a radiologically qualified Group 2 employee in order to handle radiologically active samples.

DUTIES

- Displays a rigorous approach to safety through excellent housekeeping and adherence to all applicable CNL safety-related policies and procedures
- Assist in developing/maintaining procedures and laboratory protocols for the Sample Management Office tasks, field work, and Environmental Management laboratories
- Prepares sampling packages for sampling campaigns. Receives and inspects samples, prepares samples for shipment to assigned laboratory
- Assist in selecting appropriate external contract laboratories, including liaising with contract laboratories on aspects of analytical requirements, special CNL requests and deliverable acceptability (with respect to timeliness, accuracy and QA), or other issues. Monitors contract performance of external laboratories to minimize cost and maximize efficiencies; assesses appropriate penalties, where applicable, based on monitored performance
- Review external and internal reports for completion of requested scope (not a technical review of the results) and reasonability prior to recommendation for release
- Organize and maintain the WL Sample Management Office, maintains an electronic log-in system and assists with entering sample data into electronic records
- Distributes external and internal results, as required, and maintains data and records accordingly

- Ensure samples are properly documented and, as required, sub-sampled, preserved, and directed to the appropriate laboratory
- Prepares shipping documents and enlists the assistance of the WL Radioactive Material (RAM) Shipper/ Transport of Dangerous Goods (TDG) shipper when required. Maintains shipment records
- When data has been received and verified as being acceptable, confirm with the EM Section Head and/or Environmental Specialist and/or requesting Subject Matter Expert (SME) that the data meets their requirements
- Operates, calibrates, and monitors the condition of laboratory equipment he/she uses and is responsible for the maintenance of this equipment to ensure quality standards for analytical results are not unduly affected by the condition of the analytical equipment. Also other equipment/instruments as assigned.
- Performs assigned analyses correctly in accordance with applicable CNL procedures and laboratory standards
- Performs appropriate Quality Control (QC) tests along with analytical measurements
- Provides training as required to other staff
- Performs administrative support activities including filing, photocopying, and data entry
- Participates in all required laboratory/workplace inspections and audits
- Documents analytical processes, field and lab work, SMO work and results in a clear and concise manner and in accordance with applicable CNL procedures and standards, including data entry into applicable databases
- Assists in the Environmental and Radiochemical Counting Labs, and Environmental Field Work when required
- Ensure appropriate on-site personnel and stakeholders are knowledgeable of the Sample Management Process, guidelines, deadlines, and requirements
- Undertake cross training to provide support in conducting tasks related to environmental monitoring field work and sample collection, sample preparation, sample processing, sample analysis (non-rad analysis and rad counting), as required
- Act as designate for the SMO Leader when required
- Perform other duties as assigned

QUALIFICATIONS

- The position requires a Bachelor of Science from a University or a Technology Diploma in a relevant Physical/Chemical Science field or Equivalent experience
- Two years relevant experience in chemical analyses, environmental science, nuclear physics or related field
- Contract management experience or education is an asset
- Effective verbal and written communication skills to interact with SME's including environmental specialists, customers and contract laboratories.
- Knowledge of software such as Excel, Word, Access and ATOM. Programming skills in Excel are an asset
- Planning, organizational and prioritization skills to ensure efficient management of WL samples
- Knowledge of QC/QA principles and applications
- Field work experience is an asset
- The ability to work in a respirator may be required at times in the future as decommissioning occurs and sampling campaigns may need assistance with novel sampling methods.
- Ability to achieve and maintain Enhanced Security Clearance or higher
- Previous environmental monitoring and/or sample management experience would be an asset

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CNL has an Employment Equity Program and encourages applications from women, Aboriginal Peoples, visible minorities and persons with disabilities.

CNL employees interested in the position please submit an internal competition application and résumé using our online posting board. This competition will remain posted until the position has been filled. Applications received after the closing date will be considered only after the initial selection process has been concluded and no successful candidate confirmed.

Employees currently in the posted salary grades and fully meeting the qualifications and requirements of the position will be given first consideration in the competition, however all interested candidates are encouraged to apply. Should no successful candidate be identified, applicants outside of the posted salary grades may be considered for this position provided the Branch has the ability to change the scope of the position to accommodate a different skill set. If successful, the employee would be transferred laterally at his/her current salary and grade.