



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Microbiologist I (Dairy Laboratory), Regulatory and Environmental Affairs Division

Salary: \$30,000

Headquarters: Guthrie Agricultural Center, Charleston West Virginia

Send WVDA Application & Resume to: Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
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Closing Date: Open Until Filled

Nature of Work: An employee in this position performs administrative and professional work for the Dairy and Food Laboratory by performing analyses of food, milk, and milk products. The employee will also perform related work in the maintenance of a quality assurance program for the Dairy and Food Laboratory.

Examples of Work Performed:

- Develop and maintains quality assurance measures to assure that analytical standards are being met.
- Develops methods consistent with the laboratories' equipment for analyses of food, milk and milk products.
- Performs standard bacteriological, chemical and related tests, and observations in accordance with scientific principles and techniques determined by a supervisor.
- Reports questionable identifications or finds on work to a supervisor.
- Attends meetings including overnight travel.
- Utilizes a Laboratory Information Management System (LIMS) for data entry and other computer operations.
- Analyzes and interprets test results in order to assist in the administration of laws, regulations or specifications relating to the chemical and microbiological composition of the products analyzed.
- Performs related work as required, such as assisting other division analysts as needed.
- Prepares official reports and may be called upon to testify before the court or the Commissioner.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and procedures of organic chemistry, inorganic chemistry, bacteriology, and related microbiology.
- Knowledge of composition and significant properties of materials and substances used or tested by the State.
- Knowledge of the source materials in the field of bacteriology and chemistry.
- Skill in manipulative techniques and in following standard scientific laboratory methods.
- Skill in the use of laboratory instruments and equipment commonly used in analytical laboratories.
- Ability to understand and to follow oral and written instructions, formulas and charts.
- Ability to prepare analytical reports and to organize and present scientific information in a clear and concise manner.
- Ability to do original research and devise new methods of testing.
- Ability to operate an autoclave sterilizer.
- Ability to operate a computer with office and laboratory related software.
- Knowledge of photocopiers, computers, telephone equipment, fax machines, and other office equipment found in the office environment.
- Maintains records of all quality activities as documented in SOPs and test methods
- Handles samples and performing analyses according to SOPs and test methods
- Writes SOPs and test methods
- Signs reports when designated with signing authority
- Maintains and calibrates equipment
- Reports deficiencies or malfunction to the Assistant Director
- Identifies and records nonconformities on *Corrective Action Requests*
- Identifies and recording potential nonconformities on *Preventive Action Requests*
- Corrects nonconformities and potential nonconformities
- Improves laboratory and/or quality activities on a continuous basis
- Capable of speaking before an audience.

Working Conditions:

- Ability to sit, stand, and/or walk for extended periods of time; frequently bend, squat, reach above shoulder level, push, pull and handle objects and capable of lifting up to 50 pounds.
- Employment may require working with pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, and solvents; hot liquids, steam, and hot solid surfaces capable of burns; and warm, humid conditions can be found in the laboratory environment. Personal protective equipment is supplied to laboratory staff.
- Some jobs require employees to be exposed to unpleasant odors.

Minimum Training and Experience Requirements:

Training: Graduation from an accredited 4-year college or university with at least 25 semester hours in microbiology and physical science courses including a course in microbiology and 16 semester hours in chemistry.

Substitution: Graduation from an accredited 4-year college or university with a minor in a related physical science and at least one year of experience in carrying out technical work in a laboratory.

Experience: One year experience carrying out technical work in a microbiological laboratory.

Substitution: Graduate study in a related laboratory science may be substituted on a year-for-year basis for the required experience.

Additional Requirements:

- Dependable transportation required and proof of insurance.
- Pre-employment drug and alcohol testing
- Pre-employment law enforcement background investigation, including DMV records
- Valid driver's license required