

RED RIVER AUTHORITY OF TEXAS

JOB VACANCY NOTICE

Laboratory Technician

GENERAL DESCRIPTION

Performs routine tasks associated with the daily operation of the water quality laboratory and all other Environmental Services Division programs within the legal jurisdiction of the Authority and in accordance with approved procedures and protocols of various environmental and regulatory programs. Works under close supervision with no latitude for the use of independent judgment.

ASSIGNED DUTIES

- Receives and logs samples from various matrices, ensuring all Chain-of-Custody forms and documentation are complete and accurate.
- Enters sample data and analytical results into the Laboratory Data Management System (LDMS) and performs basic data review for accuracy and completeness.
- Performs routine physical, chemical, and microbiological analyses of water and wastewater in accordance with approved methods and procedures.
- Cleans, prepares, and maintains laboratory glassware, instruments, and work areas to ensure proper function and a safe working environment.
- Assists with calibration, verification, and routine maintenance of laboratory instruments in accordance with standard operating procedures.
- Supports laboratory operations to maintain compliance with applicable state and federal certification requirements (e.g., TCEQ and NELAP).
- Prepares sample containers and bottle kits for clients in accordance with testing, preservation, and regulatory requirements.
- Maintains inventory of laboratory supplies, reagents, and equipment; assists with tracking usage and notifying supervisor of replenishment needs.
- Packages and ships samples to partner laboratories, ensuring proper preservation, labeling, and documentation.
- Assists with field activities, including deployment and collection of composite samples, as required.
- Documents laboratory activities in accordance with established quality assurance and quality control (QA/QC) procedures.
- Maintains knowledge of applicable policies, procedures, and regulatory requirements related to water and wastewater analysis.
- Interacts with the public and clients in a professional and courteous manner while maintaining confidentiality and integrity of operations.
- Performs various other duties as may be assigned by the Supervisor, either temporary or permanent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and interpret laboratory results, standard operating procedures, and applicable regulatory requirements.
- Ability to accurately perform basic laboratory calculations and apply standard analytical techniques.
- Ability to follow written and verbal instructions and adhere to established procedures with attention to detail.
- Ability to operate, clean, and perform routine maintenance on laboratory instruments and equipment.
- Ability to safely handle chemicals, reagents, and biological materials in accordance with safety guidelines.

- Ability to manage time effectively, prioritize tasks, and meet required deadlines.
- Ability to identify and report discrepancies, equipment issues, or non-compliant results to supervisory staff.
- Ability to communicate clearly and professionally with supervisors, coworkers, clients, and the public.

EXPERIENCE AND EDUCATION

- A bachelor’s degree with three (3) hours of college chemistry is preferred and will be required for advancement.
- No previous experience required. However, an entry-level understanding of laboratory and field operations, including, but not limited to, sample receiving, sample analysis, and applicable field protocols and procedures, is expected within six (6) months of hire.

PHYSICAL REQUIREMENTS

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, or walking while performing analytical testing and/or working in the field (as required), which may also require overnight stays.
- Must be able to handle and safely dispose of chemicals, solutions, and bio-hazardous materials common to the designated working environment.
- Ability to wear required personal protective equipment and safely perform assigned duties.
- Valid Texas Driver’s License required.

GENERAL INFORMATION:

Opening Date:	June 1, 2026	Position:	Quality Assurance Officer
Closing Date:	Until Filled	Monthly Salary:	Based on qualifications
Work Location:	Wichita Falls, TX	GS Code:	Based on qualifications
Excellent Benefits Package Available			

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531, or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.