POSITION ANNOUNCEMENT
Technical Services Division

Lab Operations and Safety Manager

APA is seeking a Lab Operations and Safety Manager to be based in Tacoma, Washington. The primary focus of the Lab Operations and Safety Manager is testing engineered wood products supporting an internationally recognized and accredited laboratory. The Manager will develop and meet performance standards for the laboratory and will be responsible for enhancing productivity and improvements in APA laboratory services. The Manager is accountable for the safety of laboratory personnel and visitors to the laboratory facilities and ensure a work environment free from correctable and recognized hazards.

**Responsibilities:**

**Laboratory Leader**
- Oversee execution of product qualification, testing, and research for APA members and the Association.
- Establish and execute APA’s laboratory quality program and ensure laboratory services meet APA quality standards, safety, and applicable third-party accreditations.
- Plan and coordinate resources of the APA laboratories in meeting the requests of external and internal clients in accordance with the Quality Manual of APA Laboratories.
- Assess and monitor laboratory workloads and ensure laboratory resources meet APA service level standards.

**Safety Leader**
- Execute and enforce APA’s safety policies and procedures within the laboratory facilities and accountable for the safety of all lab(s) personnel and visitors to laboratory facilities.
- Serve as a standing member of the APA Safety Committee and provide staff support to the Committee Chair.
- Responsible for regularly conducting Job Safety Analyses (JSAs) for laboratory job tasks, ensuring staff training, and staff compliance with current procedures and work-safe practices.
- Conduct regular inspections and ensure all guards and safety equipment is functioning and meets current requirements.
- Manage hazardous chemicals in the laboratory in accordance with APA safety policies and procedures.
- Ensure a work environment free from correctible and recognized hazards.
  - Counsel and discipline employees who disregard safe work practices.
  - Ensure safety is discussed at staff meetings, and review accidents, corrective actions, and safer methods to accomplish work.
Supervisory
– Responsible for interviewing, hiring, and training new laboratory technicians; planning, assigning, and directing work within the laboratories.
– Appraise performance, reward and discipline employees, address complaints, and resolve problem issues within the laboratory(s) personnel.

Technical
– Work with TSD Technical Manager to ensure the accuracy of the test methods used for testing and the test results.
– Work with TSD Technical Manager to provide advisory service to APA members, upon request for successful product qualification and testing.
– Oversee metrology and data acquisition.
– Draft, review, and approve laboratory test data or reports and publications.
– Conduct special projects assigned by the Director.

Laboratory Facility Management
– Manage laboratory assets and responsible for the procurement, maintenance, and replacement of laboratory equipment.
– Protect laboratory assets and ensure laboratory assets are operated in accordance with procedure.
– Main point of contact for laboratory emergencies.

Qualifications and Experience:
Education
This position requires a bachelor’s degree (B.S) in structural, civil, or mechanical engineering, or a related area of study from an accredited four-year college or university. Master’s degree in a related field is preferred. Professional registration is a plus.

Experience
This position requires three to five years or more of progressive experience supervising personnel and demonstrated ability to organize and manage complex portfolio of projects and activities.

The qualified candidate should also have the following experience:
– Prior demonstrated experience managing safety programs.
– A demonstrated record of progressive increase in managerial responsibility, including planning and budgeting.
– Record of executing LEAN, Six Sigma, or another process improvement methodology a plus.
– Experience supervising cranes, forklifts, boom lifts, or other elevated work preferred.
– Ability to design test fixtures and laboratory equipment is a plus.
– Experience managing a testing laboratory is a plus.

The Company:
APA is a non-profit trade association whose members manufacture the majority of the structural wood panel products manufactured in North America, plus a host of engineered wood products that include plywood, oriented strand board, glued laminated timber (glulam), cross-laminated timber (CLT), wood I-joists, structural composite lumber, and mass timber.
Compensation and Benefits:
The salary range for this position is $101,600 to $130,000 annually. The starting rate is dependent upon experience. Benefits include:

- Paid vacation starting at 2 weeks per year.
- Paid sick leave accruing at 12 days per year.
- 401(k) Retirement Plan.
- Medical, dental and vision for employee and dependents.
- Life and Accidental Death & Dismemberment insurance.
- Employee Long-Term Care insurance.
- Long-Term Disability insurance.
- Employee Identity Theft Protection.

The complete job description is available upon request.

To Apply:
For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org. We thank all applicants for their interest, however only those under consideration for the role will be contacted.

If you require reasonable accommodation in completing the application process, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Manager by email at hr@apawood.org or by mail to HR Manager, 7011 S 19th St, Tacoma WA 98466.

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.