



Laboratory Manager Job Overview

February 20, 2024

Sertas Group Limited (Sertas) is a geotechnical, environmental and materials testing engineering and geoscience firm based in Windsor Ontario. Sertas specializes in construction materials testing engineering in support of construction, transportation, and heavy civil infrastructure projects.

Sertas is looking for the right individual to join our Windsor office to help grow our presence in the Southwestern Ontario region. This opportunity will be both challenging and rewarding, providing the successful candidate with the ability to expand their skills while working as a key member of an innovative and dynamic team.

Responsibilities include:

- Supervising staff and allocating resources to conduct laboratory testing on aggregates, concrete, soils and asphalt;
- Technical contact for projects and clients;
- Business development;
- Maintain laboratory CCIL standards and audit compliance;
- Perform QC reviews of laboratory staff and test results;
- Ensure adherence to standard practices;
- Compile and reviewing final reports;
- Oversee maintenance and calibration of testing equipment;
- Mentorship of junior employees;
- Offering consulting services to clients;
- Responsible for efficient, lean laboratory operation, including scheduling; and
- Working closely with company directors and field manager. Tasks pertaining to this would include manpower planning, financial planning, and business development;
- Actively participate in company Quality Management System (QMS).

Qualifications:

- Possession of valid Ontario driver's licence;
- Demonstrated initiative and ability to work independently;
- Diploma in Civil Engineering Technology or a related field or equivalent practical experience;
- At least 10 years of experience in the construction materials testing field and laboratory (preferred);
- CCIL Certified in Concrete, Soils & Aggregates, and Asphalt will be an asset;
- Supervising/managing a laboratory facility will be an asset; and
- Project management experience will be an asset.



The ideal candidate will be a highly organized professional with the ability to prioritize multiple work assignments. They will possess excellent communication skills, both verbal and written. Experience with customer relationship management, working with contractors, attending project meetings, and coordinating with construction industry stakeholders would be considered strong assets.

If you are enthusiastic about this opportunity, we encourage you to submit your resume. All applicants will be treated confidentially. We appreciate your interest; however, only applicants selected for an interview will be contacted.

Job Type: Full-time