

**JOB DESCRIPTION**

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|-------------------|-------------------------|---------------------|--|
| <b>Job Title</b>  | Laboratory Supervisor   | <b>Supervisor</b>   | Water Reclamation Manager              |
| <b>Department</b> | Facilities & Operations | <b>Class Group</b>  | Supervisor, Professional, Confidential |
| <b>Division</b>   | Operations              | <b>Salary Grade</b> | M88                                    |
| <b>Section</b>    | Laboratory              | <b>FLSA Status</b>  | Exempt                                 |

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general direction of the Water Reclamation Manager, the Laboratory Supervisor plans, coordinates, and supervises the operations of the laboratory used to monitor wastewater and water systems. A Laboratory Supervisor acts as the District liaison to other governmental laboratories, a technical advisor to other District employees, and performs special projects as needed.

**ESSENTIAL DUTIES**

**Duty 1**

Maintains a fully accredited laboratory as certified through the Environmental Laboratory Accreditation Program by the California Department of Public Health. Produces, reviews and approves laboratory reports.

**Duty 2**

Develops or approves testing procedures, methods, and processes suitable for adequate monitoring of sanitation systems, water reclamation, and potable water.

**Duty 3**

Supervises the work of laboratory personnel and other reclamation employees involved in laboratory testing operations. Reviews and approves work records of subordinates, trains and evaluates work performance of subordinates. Monitors testing procedures used and reviews test results; conducts a variety of special tests/analyses as warranted by development of problem areas.

**Duty 4**

Confers with applicable Federal/State agencies, interprets the established requirements, and implements requirements into routine testing procedures; schedules laboratory analysis to be performed by laboratory staff. Confers with businesses and governmental agencies regarding industrial waste pretreatment program monitoring and permitting.

**Duty 5**

Prepares, or directs the preparation of required State and Federal reports.

**Duty 6**

Acts as technical advisor to other District employees on matters related to water treatment and water reclamation; confers with engineers, contractors, and other outside agencies on matters of pollution and environmental control.

**Duty 7**

Monitors and maintains an accounting of materials and supplies used by the laboratory. Assists in the preparation of the laboratory budget and makes recommendations regarding laboratory operations.

**Duty 8**

Insures adherence and compliance with safety and health policies and procedures as well as state and federal laws and regulations; trains employees and monitors safety practices; periodically evaluates worksites to insure safe conditions; attends all required safety training/meetings.

**Duty 9**

Interviews and recommends selection of candidates; establishes performance expectations and performance standard for the division; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

**Duty 10**

Performs special projects as needed and all other related duties as required.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Principles of chemistry, biology, microbiology and related sciences;
- ◀ Principles and methods of chemical, biochemical and bacteriological testing and analysis;
- ◀ Chemicals and materials used in laboratory analysis;
- ◀ Chemical, physical and bacteriological characteristics of sewage and standard methods for the analysis of sewage;
- ◀ Physical and bacterial characteristics of potable water and methods of maintaining potable water quality;
- ◀ Laboratory methods pertaining to safety and equipment and material care and maintenance;
- ◀ Quality control and assurance documentation to maintain laboratory certifications by auditing regulatory agencies;
- ◀ Safe handling of toxic and otherwise dangerous materials;
- ◀ Supervisory principles and practices.

***ABILITY TO:***

- ◀ Direct and supervise the work of laboratory personnel;
- ◀ Conduct or supervise a variety of chemical, biochemical and bacteriological tests;
- ◀ Use laboratory equipment and materials skillfully and safely;
- ◀ Coordinate and oversee the use of a computer to generate quality assurance data insuring the proper input of laboratory data into the computer for report documentation;
- ◀ Draw sound conclusions from laboratory analyses and, as necessary, make appropriate recommendations regarding water reclamation plant operations;
- ◀ Maintain accurate records and prepare comprehensive reports;
- ◀ Perform complex chemical research;
- ◀ Maintain effective working relationships with other District employees and related public and governmental agencies.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use computer terminal, laboratory equipment and instruments;
- ◀ Withstand periods of physical exposure to fumes, odors, and dust, without incapacitating adverse effects;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to a Bachelor's degree from an accredited college or university in chemistry or a closely related field.

**EXPERIENCE:** Three (3) years of experience performing chemical analyses and tests, preferably including one (1) year of experience in a water reclamation plant.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

A Grade III Certification as a Laboratory Analyst issued by the California Water Environment Association (CWEA) is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade IV Certification as a Laboratory Analyst issued by the California Water Environment Association (CWEA) is desirable.