



## Laboratory Supervisor

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### Summary

Plan, organize, coordinate, and supervise assigned water quality programs such as laboratory, NPDES permits, watershed and raw water quality, regulatory compliance, environmental compliance; coordinates laboratory activities, schedules, and initiates all sampling and analysis for treatment plant compliance monitoring; assures that all data generated is both accurate and precise, and supervises others in performing tests to assist in the control of the wastewater treatment plant; assigns laboratory duties and reviews the results of laboratory analyses to assure accuracy and precision.

### Class Characteristics

General direction is provided by a higher-level manager; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff. The incumbent serves as the designated Laboratory Director as defined by the California State Water Resource Control Board's Environmental Laboratory Accreditation Program (ELAP). The incumbent is responsible for initiating a quality assurance program and procedures in order to assure reliable data generation and summarizing and submitting reports of treatment plant performance and assists in the preparation of NPDES reports.

This position is distinguished from the Deputy Director of Environmental Services by the latter's responsibility for the overall management of the division.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, prioritize, assign, supervise, and review the work of staff involved in conducting laboratory operations.

Supervises and participates in sample collection and preservation; supervises, trains, and participates in the preparation of a variety of chemical solutions, reagents, and media.

Conducts and coordinates a variety of special tests, studies, projects and research; collects, analyzes, and summarizes data; identifies problems regarding water quality; prepares comprehensive reports on findings; implements solutions for compliance with regulations.

Supervises and participates in the performance of a variety of moderate to complex chemical, bacteriological, physical and microbiological examinations of water, wastewater, biosolids and related laboratory tests; reviews commercial lab analyses and provides recommendations based on results.

Evaluate operations and activities of assigned responsibilities and recommend improvements and modifications; prepare various reports on operations and compliance activities.

Participate in budget preparation and administration including preparing cost estimates for budget recommendations, submitting justifications for staff, supplies, equipment and services, and monitoring and controlling expenditures.

Participate in the recruitment of staff; provide and coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures, as necessary.

Coordinates and participates in the development of designated plans, programs, and reports such as permitting applications, such as NPDES permits; coordinates and participates in periodic review and update processes to ensure on-going compliance consistent with regulatory requirements; participates in the development and reporting of biosolids management requirements.

Prepare and submit a variety of technical reports, including those required by other governmental agencies; prepare and submit permit renewals and documentation as required.

Perform technical review of existing, proposed, and new local, state, and federal environmental regulations and provide appropriate input to City management.

Develops standard operating procedures for all analyses; develops and implements laboratory quality assurance and quality control programs for laboratory and field testing and collection activities; monitors processes and results for compliance with applicable standards and regulations; oversees laboratory accreditation and serves as designated Laboratory Supervisor consistent with ELAP certification and compliance requirements.

Develop, evaluate, and implement laboratory policies, procedures, and standards to meet permit requirements; review and select outside certified environmental laboratories to provide service or evaluate services.

Develops, implements, supervises, and monitors field and laboratory safety programs; monitors and enforces the maintenance of a clean and organized work area and equipment to promote performance efficiency, safety, and sampling integrity.

Operates and maintains general and specialized water quality related data collection, sampling, and testing equipment; provides for the maintenance of such equipment; trains and oversees others in the proper use and maintenance of assigned equipment and supplies.

Utilizes computer(s) as well as pertinent and specialized software and spreadsheet programs to maintain laboratory records, reports, and documentation of work performed, compiles data from worksheets, logs and forms into a reporting format; compiles statistical records; prepares periodic and special reports as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, direct, and supervise laboratory analysis activities.

Ensure that quality assurance and quality control programs for laboratory analysis and instrumentation are properly developed and maintained.

Develop, implement and perform laboratory tests with a high level of precision and accuracy. Understand, interpret, and explain pertinent federal and state laws and regulations develop and implement objectives, work standards and quality assurance procedures.

Prepare clear, complete, and concise correspondence, technical reports, and other written materials.

Develop, standardize, perform, and oversee assigned and regulated laboratory tests and analyses on treated and untreated water samples.

Correctly assemble and operate testing apparatus and equipment in an efficient and timely manner.

Maintain, and supervise a laboratory environment to assure compliance with Environmental Laboratory Accreditation Program accreditation.

Supervise, prioritize, and evaluate the work of others in an effective and positive manner. Analyze and interpret the results of routine and special laboratory tests.

Assist in the development and monitoring of an assigned program budget.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and will frequently be required to enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is often required to climb, balance, stoop, kneel, crouch, or crawl or use the ability to smell. The employee must be able to perform a moderate amount of physical labor, including having sufficient strength to lift, carry and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to hear alarms and respond to others without being able to see them performing the duties of this job.

Employees work in a laboratory setting and may be exposed potentially toxic chemicals and conditions. When working in the field environment, employees are exposed to loud noise

levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Special Physical Requirements:

May be required to wear respiratory protection or other safety equipment, and may be required to wear foot, eye, and hearing protection.

**Qualifications**

Knowledge of:

Principles and practices of developing and implementing a compliance programs including NPDES permit compliance and water/wastewater/stormwater quality monitoring.

Pertinent local, State and Federal laws, ordinances and rules governing wastewater, water, recycled water, and biosolids.

General chemical, biological and physical laboratory testing methods and procedures, including qualitative and quantitative analyses. Principles of chemistry and related sciences.

Methods and techniques used in sampling and principles of statistical analysis.

The proper care and maintenance of laboratory equipment; laboratory and safety methods and procedures.

Modern office procedures and computer equipment including word processing, spreadsheets, graphics, State Water Board reporting systems, operational control and reporting software.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree from an accredited college or university with major course work in chemistry, biology, microbiology or closely-related physical science.

Experience:

Four years of increasingly responsible work experience in a water, wastewater, stormwater, and/or industrial laboratory setting, including two years in a supervisory capacity. Experience with interpreting and implementing complex regulations is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must possess a California Water Environmental Association (CWEA) Grade II Laboratory Analyst Certificate.

Possession of a California Water Environmental Association (CWEA) Grade III Laboratory

Analyst certificate is required within two years of appointment.

Additional Requirements:

Must be available to work outside normal working hours when necessary.

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Department: Public Works and Utilities

FLSA Status: Exempt