

Laboratory Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for the performance of complex chemical, bacteriological, and physical analyses using sophisticated laboratory instrumentation in the operation of a water and wastewater treatment laboratory; reviews, comments and makes recommendations to ensure compliance with environmental laws and regulations; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

The Laboratory Supervisor assumes responsibility for supervising and overseeing the work section or unit within the Wastewater Treatment Laboratory Division within the Public Works Department. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Laboratory Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Oversees the overall laboratory operations; approves requisitions and directs maintenance of an inventory of laboratory chemicals and supplies; drafts bid specifications for the purchase of laboratory equipment; drafts Requests for Proposals and contract requirements for the conduct of special treatment plant operational and environmental studies.
- Maintains a fully accredited laboratory as certified through the environmental laboratory accreditation program by the California DOHS; reviews laboratory certifications and signs off as Laboratory Director.
- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives and work standards.

- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of laboratory staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing laboratory services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary; prepares written reports to City Council concerning significant budget and expenditure issues.
- Monitors the receiving waters and the total treatment process to determine and maintain the efficiency of the plant; checks the quality of effluent to assure compliance with NPDES requirements; determines appropriate chemical, bacteriological, and physical analyses required for each plant process.
- Monitors and directs all laboratory testing and operations, including the conduct of special studies to optimize the efficiency and quality of plant operations.
- Performs the most technical and complex tasks of the work unit including performing complex and difficult tests and analyses, using specialized laboratory equipment such as atomic absorption spectrophotometer and gas chromatograph.
- Directs laboratory staff in performing quality assurance and quality control programs as mandated by federal and state regulation; reviews data generated in the lab and verifies validity.
- Reviews proposed environmental regulations for impacts on the City's wastewater treatment programs and operations; proposes City comment and action regarding proposed regulations; recommends changes in programs and operations to comply with new environmental regulatory requirements; provides advice and technical assistance to City officials regarding water and wastewater treatment plant processes and related regulations.
- Performs contract management duties on assigned projects; ensures work is completed on time and within budget constraints.
- Drafts monthly, quarterly, semi-annual and annual reports to regulatory agencies; provides assistance to consultants and state regulatory agents during on-site inspections and sampling.

- Completes permit applications for submittal to a variety of regulatory agencies.
- Performs spill investigation, spill reporting, and clean-up coordination and disposal including the investigation and reporting of accidental digester gas release.
- Maintains and prepares a variety of technical records and reports; maintains records for plant data; proposes safety requirements to be followed in operations of wastewater treatment plants.
- Acts as City representative with outside consultants on special laboratory studies.
- Maintains current knowledge of new trends and innovations in the field of environmental sciences; attends and participates in professional group meetings; participates in professional development activities.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a water and wastewater treatment plant laboratory.
- Principles of supervision, training, and performance evaluation.
- Federal, state, and local environmental regulations applicable to the operations of a wastewater treatment plant.
- Theory, principles, practices and methods used in complex chemical, bacteriological and physical analysis and testing of water, wastewater, biosolids, compost, and air.
- Methods and processes used in wastewater treatment.
- Applicable analytical chemistry, qualitative and quantitative chemistry, organic chemistry, inorganic chemistry and bacteriological analysis, and chronic and acute toxicity testing.
- Principles and practices of contract management.
- Statistical analysis of data related to a quality assurance program.
- Accreditation program requirements for laboratory certification.
- Occupational hazards and standard safety practices.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Supervise, coordinate, and direct the operations of a water and wastewater treatment plant laboratory.
- Selects, trains, supervises, organizes, and reviews the work of assigned staff involved in laboratory operations.
- Recommends and implements goals, objectives, policies, and procedures for providing laboratory operations.

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Use complex laboratory equipment in the analyses of liquid, semi-solid, and solid samples.
- Repair and maintain laboratory equipment.
- Conduct statistical analysis of data related to quality assurance programs.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Maintain records and files on testing, analysis, quality assurance and control in conformance with regulatory requirements.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports on complex environmental issues.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Learn and apply new information or skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in analytical chemistry, organic chemistry, biology, or a related field.

Education and Experience Guidelines:

Experience:

Six years of responsible chemical or biological laboratory experience involving chemical, bacteriological, physical analyses and chronic and acute toxicity testing typically performed in a wastewater treatment laboratory including one year of lead supervisory responsibility. Qualifications in accordance with California Code of Regulations, Title 22, Section 64817 are preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

A California Water Environmental Association Laboratory Technologist Grade III Certificate is required.

CWEA/AWWA Laboratory certification is required.

The conditions herein 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 disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to utilize lab equipment and materials; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Lab and standard office setting; occasionally works in outside weather conditions and is exposed to inclement conditions; may be exposed to chemicals, fumes, dust, and air contaminants typical to a lab setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: