

August 16, 1993

2523
PR

TITLE: Laboratory Manager

DEFINITION:

This is professional level chemical and microbiological and supervisory work in the City Water Resources Department.

CLASSIFICATION STANDARDS:

The single position allocated to this class is responsible for the effective and efficient supervision of the water purity control program of the City and performs all assigned work under the direction of the Department Director or his designee.

ESSENTIAL DUTIES:

Provides for a certified environmental chemical and microbiological analysis program by performing and supervising chemical and microbiological analysis procedures and sampling techniques in a controlled laboratory environment to ensure quality control, proficiency testing, specimen identification and acceptable reporting programs; inspects lab equipment and testing and sampling procedures to ensure conformity to standards; rectifies problems in analysis or equipment as needed via acceptable scientific methods.

Supervises the work of lab personnel and outlines techniques as necessary; advises and trains subordinates; inspects work of subordinates through to its completion.

Prepares reports providing certified analytical data to various control agencies; monitors and documents lab analysis, equipment and reagents for precision and accuracy to assure competency; directs study programs on testing and sampling for operators; advises on technical matters concerning chemical and biological analysis of water with respect to the Department's compliance with the Clean Water Act and the Safe Drinking Water Act; meets with EPA and State Health officials as needed; maintains necessary certifications as required by State and Federal regulatory agencies.

Researches and recommends new techniques to achieve ends; revises and updates procedures manuals, quality assurance programs, lab protocol, work sheets, logs, etc.; prepares lab budgets and reports; submits purchase requests; monitors expenditures.

Maintains laboratory and appurtenant equipment and supplies; ensures all work is performed in the safest possible manner.

Performs other related work as required.

MINIMUM REQUIREMENTS:

Bachelors degree in biological, chemical, or physical science and two (2) years responsible work experience in a certified environmental laboratory or its equivalent.

LICENSE:

Valid lawful driver's license.

TOOLS AND EQUIPMENT USED:

Various spectrophotometers, pH meters, mV meters, computer, oven, furnace, microscopes, stirrer, hotplates, analytical balances, glassware, safety equipment, autoclaves, incubators, flow meter, golf-cart, truck, office equipment.

PHYSICAL DEMANDS:

Climb stairs, reaching, carrying boxes and jars, moving chemical drums.

ENVIRONMENTAL FACTORS:

This work may require the employee be exposed to hazardous conditions i.e. noxious chemicals, acids, burners, fragile glass, odors, etc. Employees of the class may be subject to on-call status.

SELECTION FACTORS:

Knowledge of chemistry and microbiology as directly applied to physical and biological treatment of wastewater treatment.

Knowledge of policies and procedures established for the work system.

Knowledge of the operations, functions and terminology common to the work applied for.

Knowledge of the operations performed and purposes served by the department or division wherein the position lies.

Knowledge of applicable laws, rules and regulations.


Knowledge of research methodology and statistical analysis.

Skill in aspects of water and wastewater analysis and testing.

Ability to communicate effectively both orally and in writing.

Ability to detect and analyze production and work flow problems and to implement effective solutions.

Ability to analyze complex problems and identify solutions.



Department Director

8-20-93

Date



Mayor/CAO

8/27/93

Date