REVISION: JANUARY 2006 CLASS CODE: 2705ME

UNIT: MECO

LABORATORY SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise and coordinate the operation of the water/wastewater laboratory and the industrial waste program; to ensure the performance of all analyses required by Federal, State and local agencies; and to perform related duties as assigned.

EXAMPLES OF DUTIES--Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Coordinates the organization, staffing and operational activities for the operation of the water/wastewater laboratory and the industrial waste program; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures; directs, coordinates and reviews the work plan for assigned laboratory services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; writes reports for Federal, State and local agencies; organizes and coordinates water sampling functions; ships samples to other labs for analysis; oversees the industrial waste program; ensures yearly lab certification is obtained; selects, trains, motivates and evaluates laboratory personnel; provides or coordinates staff training; implements discipline and termination procedures; develops and administers the laboratory budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of supervision, training and performance evaluation.

Operational characteristics, services and activities of a wastewater treatment plant laboratory.

Modern and complex principles and practices of wastewater sampling and testing.

Principles, practices and applications of chemistry and microbiology.

Chemistry, math, and analytical techniques utilized in water/wastewater laboratories.

Mathematical principles including statistics and algebra.

Operational characteristics of various equipment utilized in water/wastewater laboratories.

Standard safety procedures and applications.

Accreditation program requirements for laboratory certification.

Principles of municipal budget preparation and control.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office procedures, methods and equipment including computers and applicable software applications.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Ability to:

CITY OF OCEANSIDE

Laboratory Supervisor (Continued)

Supervise, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Maintain a database of tests conducted and data collected.

Ensure compliance with applicable Federal, State and local laws and regulations.

Conduct statistical analysis of data related to quality assurance programs.

Operate and maintain advanced analytical equipment and instrumentation.

Maintain and update accurate records and files.

Prepare clear and concise reports.

Perform basic arithmetic calculations accurately.

Work independently and efficiently to carry out assignments.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

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

Experience and Training Guidelines

Experience:

Four years of responsible experience in a water or wastewater laboratory performing chemical analyses including one year of administrative and/or lead supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in the physical, chemical or biological sciences or a related field.

License or Certificate:

Possession of a Laboratory Analyst, Grade III certification issued by the AWWA or CWPCA.

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Laboratory environment; work with water conducting laboratory tests; exposure to toxic chemicals, electrical or radiant energy and fumes or gases.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; speaking and hearing to exchange information; operate a variety of laboratory equipment; visual acuity to conduct laboratory tests and read and interpret data.