

## **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:**

- 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.