

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

LABORATORY SUPERVISOR

DEFINITION

Under general direction of the Chief of Operations, supervises, plans, organizes, directs and participates in laboratory operations, the Wastewater/Water monitoring program, and NPDES compliance. Performs routine and special procedures relating to the testing and analysis of sewage discharge and water transmission samples. The lab is fully accredited with the Environmental Laboratory Accreditation Program (ELAP) and provides service for a designed 10.3 MGD and permitted 8 MGD secondary wastewater treatment plant using pure oxygen activated sludge treatment process.

EXAMPLES OF DUTIES

Serves as Laboratory Director and Signatory pursuant to Title 22, and is responsible for applicable self monitoring program reports. Plans, organizes, directs and reviews the work of the water quality laboratory and advises plant personnel on means to achieve optimum operating conditions to insure compliance with federal and state regulations, NPDES permit and City procedures. Supervises the development and maintenance of water quality to meet water and wastewater regulations in an efficient and cost effective manner. Prepares and submits water quality correspondence and statistical data to the State Department of Health Services, Regional Water Quality Control Boards, and other government agencies. Interprets water quality analysis and data making recommendations, maintaining logs and records, preparing reports and develops procedures for compliance; assures and maintains laboratory accreditation by proper quality assurance/control of laboratory analyses and instrumentation. Performs routine and complex microbiological, chemical and physical analysis of water and wastewater. Develops new test procedures and conducts special analytical studies relating to source control, process control, or other applicable matters; and evaluates new chemicals for use in the treatment process. Takes periodic, representative grab and composite samples of sewage influent, processing products, and final effluent. Provides technical assistance to other plant personnel regarding basic laboratory procedures. Orders equipment and supplies and disposes of outdated chemicals. Establishes, maintains and monitors program performance goals and objectives and takes actions as needed to achieve the same. Supervises, evaluates and trains subordinate personnel and provides for safe working conditions. Plans, directs and conducts research projects to improve and maintain economical treatment procedures and practices. Works with appropriate personnel in optimizing the treatment plant processes. Prepares and monitors laboratory budget, maintains laboratory equipment and purchases new equipment. Develops, implements and updates work methods and procedures; prepares and revises manuals and procedures. Represents the District/City at various

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workshops, conferences and/or Board meetings; and interfaces with regulatory staff. Maintaining liaison with other divisional programs, other City divisions and departments, and with representatives of other applicable agencies. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Administration including regulations, reporting and record keeping; personnel and fiscal management; methods, practices and techniques of supervision and budget management; principles, methods, and techniques of laboratory chemical, bacteriological, biological and physical testing and analysis; complex laboratory techniques; terminology and equipment used in chemical and related laboratory work; mathematics as applied to laboratory work including statistical tests and experimental projects; principles of data collection, compilation, and analysis; safety principles, hazards and appropriate precautions applicable to work assignments; applicable local, federal and state regulations as they apply to laboratory, plant operations and general source control and wastewater operations, computer operations, and management methods, practices and techniques; supervision and leadership; public speaking principles and practices and public relation techniques.

Ability to: Analyze physical, chemical and bacteriological problems; devise problem solving methods; perform a variety of technical tests and analyses; develop and supervise research projects; conduct proper sampling techniques and safe laboratory practices and procedures; effectively perform routine and special sampling, testing and analyses; accurately interpret test results and develop recommendations as appropriate for remedial action; implement new monitoring programs as required by the RWQCB, SWRCB, USEPA, DHS, or other regulatory agencies; effectively train and supervise the work of technical subordinate personnel; learn and observe all appropriate safety precautions, as required by the City; develop program budget recommendations and control expenditures; effectively apply computer techniques to laboratory and plant operations; use and maintain laboratory instruments and equipment used in water, wastewater and source control analysis; prepare complete, accurate reports and notices and maintain detailed records; accurately review laboratory analysis, reports and correspondence; ability to report to work at any hour of the day or night as required by disaster or other emergency or work requiring situation. Speak clearly and communicate concisely in oral and written forms; work protracted or irregular hours; understand and carry out oral and written directions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical Requirements: Conducting laboratory analysis requires repetitive hand motion, grasping, and frequent lifting and carrying of objects of up to 25 pounds. Occasional lifting

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and moving of objects over 40 pounds may be required. The laboratory setting exposes employees to chemicals; skin irritants, fumes, solvents, and air contaminate aerosols from wastewater. Sampling, laboratory sanitation, and personal hygiene procedures require employee to frequently wash his/her hands. Maintenance of physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time, standing, walking on level surfaces, kneeling, bending, stooping, and squatting in the performance of duties.

Education: Possess a BS from an accredited college or university with a major in chemistry, biochemistry, biology, microbiology or related field. Additional graduate work in organic or inorganic chemistry is desirable.

Experience: least three years of fulltime work in the analysis of wastewater and/or water. An MS in chemistry, biochemistry, biology, microbiology or related field may be substituted for one year of the required experience and a PhD. may be substituted for two years of required experience.

License/Certificates: Possession of a valid Class C California Driver's License and a satisfactory driving record. Possession of, or must obtain within two (2) years of employment, a Laboratory Technologist Grade II Certificate issued by the California Water Environment Association. Possession of a Grade II Operator certification issued by the SWRCB is desirable.

R: 02/2007