JOB DESCRIPTION

TITLE: Laboratory Director  SECTION: Planning and Management

DEPARTMENT: Engineering  SRN :

REPORTING RELATIONSHIP:

Reports to: Environmental Services Manager

Supervises the following: Laboratory Specialist, Chief Chemist, Chemist, Water Quality Analyst, Laboratory Technician, and Laboratory Aide

DEFINITION: Under general direction plans, organizes, directs and controls the functions of the district’s water quality laboratory. Responsible for analysis of samples for water quality reporting and operational control of domestic water, sanitation, irrigation and stormwater processes.

ESSENTIAL FUNCTIONS:

1. Schedule, direct and perform routine and special chemical, biochemical, bacteriological and quantitative physical analyses of domestic and well water, water reclamation plant influents and effluents, raw and digested sludge, reclaimed water, irrigation and drainage water and stormwater.

2. Ensure that analytical methods are in compliance with the requirements of regulatory agencies. Responsible for Laboratory Certification with the Department of Health Services.

3. Establish and monitor district laboratory procedures.

4. Coordinate reporting of analytical results to district personnel.

5. Maintain district analytical equipment in compliance with required analytical tolerances. Research and propose requisition of new laboratory equipment in order to take advantage of new advances, increasing accuracy and efficiency.

6. Supervise the work of the Chemists, Water Quality Analysts, Laboratory Technicians and Laboratory Aides, including planning, organizing, directing and controlling their assignments, goals, objectives and personal development.

7. Supervisory duties include recruiting, evaluating, rewarding and disciplining staff.

8. Assist in the development of the annual engineering department budget as it relates to the water quality laboratory.

9. Allied functions related to the operation of an accurate, efficient water quality laboratory.
MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have ten years of experience in increasingly responsible positions in a water quality laboratory that performs analysis in an irrigation, domestic water, wastewater and stormwater or similar environment.

Education: Typically, the successful candidate will at minimum possess a Bachelor of Science Degree in Environmental Science, Chemistry, Biology, Bacteriology or a related field from an accredited college or university. Advanced degree preferred.

Knowledge of:
- Principles and practices of water quality analysis including chemistry, biochemistry, bacteriology and quantitative analysis.
- Regulations and requirements of the Department of Health Services relating to certification of a water quality laboratory.
- Chemicals, reagents and equipment used in a water quality laboratory.
- Chemical, biochemical, bacteriological and physical properties of domestic and well water, water reclamation plant influents and effluents, raw and digested sludge, reclaimed water, irrigation and drainage water and stormwater.
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering.
- Laboratory safety.
- Data management and record keeping.
- General personal computer use and applications as they relate to water quality, spreadsheets and database management.
- Principals and practices of effective supervision, leadership and teambuilding.
- Technical writing skills as required for the preparation of environmental compliance reports and correspondence.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Coordinate and direct others in a work environment that promotes teamwork, achievement and personal growth.
- Perform complex analysis of chemical, biochemical, bacteriological and physical properties of domestic and well water, water reclamation plant influents and effluents, raw and digested sludge, reclaimed water, irrigation and drainage water and stormwater.
- Direct and train others in the analysis of chemical, biochemical, bacteriological and physical properties of domestic and well water, water reclamation plant influents and effluents, raw and digested sludge, reclaimed water, irrigation and drainage water and stormwater.
- Maintain accurate records of the analyses performed in the water quality laboratory.
- Strong organizational skills are required for the management of the district’s water quality laboratory in a changing regulatory environment.
- Work cooperatively with others.
- Effectively speak in public. Prepare and present materials related to water quality to a wide range of audiences.
- Communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Ability to sit or stand at laboratory benches and computer screens for extended periods of time, and tolerate the extended use of standard laboratory safety equipment.

2. Must be able to work safely in a hazardous environment with potential exposure to and presence of toxic, carcinogenic, mutagenic, radioactive and other tissue destructive chemicals, bacterial cultures, raw sewage and physical hazards. May work in areas containing dust, exhausts, fumes, and vapors.

3 Ability move light to medium weights including 1-gallon bottles, small ice chests and sample-laden carts.

4 Dexterity and agility to handle and wash fragile glassware.

5 Uses personal computer, keyboard, mouse and monitor for long periods.

6 Must tolerate the District immunization program.

See Human Resources for physical assessment form.