



LABORATORY SUPERVISOR

DEFINITION

Supervise, plan and coordinate the functions of the Laboratory, Industrial Wastewater Pretreatment Program (WPP), and related environmental compliance programs. Performs and reviews analysis of potable water, wastewater, stormwater and related materials. Ensures sampling, monitoring, testing, reporting, WPP, and other environmental compliance programs comply with Federal, State and local requirements for potable water, wastewater and stormwater utilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility (WPCF) Superintendent. Exercises direct supervision over Lab Technicians I/II, Environmental Compliance Specialist, and indirect supervision over Environmental Compliance Inspector I/II. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, program and supervise monitoring, sampling, and testing to ensure WPCF processes, potable water production, potable water distribution, and stormwater runoff comply with State and Federal standards. Supervise and coordinate laboratory quality assurance and quality control programs; develop new methods of laboratory analysis consistent with Federal and State guidelines. Work with and direct outside labs or environmental firms on water quality matters. Plan, program and supervise the goals and objectives of the Industrial Wastewater Pretreatment program. Coordinate pretreatment program activities for the Sanitary Sewer Management Plan and Stormwater NPDES Phase II permit. Review and approve quarterly and annual pretreatment reports. Interpret and enforce regulations related to pretreatment, wastewater collection and stormwater collection. Prepare detailed draft budgets, assist in preparation of final budgets and administer adopted budgets. Monitor legislation and make recommendations concerning compliance issues related to potable water, wastewater, stormwater, pretreatment and related programs. Compile, sign and submit monitoring and compliance reports to appropriate State and Federal Agencies. Perform advanced analysis on data to provide information for decision making. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and with the general public regarding

potable water, wastewater and stormwater, pretreatment and related programs. Participate in the hiring, training, supervision and evaluation of subordinates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist with studies to audit and improve plant operations; conduct and assist with tours and regulatory inspection; respond to questions and requests from the general public. Ensure laboratory and pretreatment shop are maintained in a safe, clean and orderly condition. Ensure that maintenance, repair and calibration of laboratory and pretreatment equipment complies with process safety manual and manufacture recommendations. Observe safe work methods, practices and precautions; use appropriate safety devices and equipment in accordance with laboratory and pretreatment standard operating procedures. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal and local rules and regulations governing potable water, wastewater, stormwater, industrial pretreatment and related programs. Principles of supervision and training. Principles and practices of potable water production, wastewater treatment, stormwater management, industrial pretreatment and related environmental compliance programs. Chemistry and microbiology as applied to potable water, wastewater, stormwater, industrial pretreatment and related environmental compliance programs. Methods and techniques of advanced data manipulation and analysis used in quantitative and statistical analysis of laboratory data. Occupational hazards and necessary safety precautions.

Ability to:

Supervise, train, and evaluate personnel. Prepare a wide variety of reports and records. Communicate clearly and concisely, both orally and in writing. Participate in public presentations of technical issues. Analyze and interpret laboratory test results, understanding nuances of testing protocols upon results. Maintain accurate and complete records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

Bachelor of Science degree with major course work in chemistry and biology or a closely related field.

Experience:

Two (2) years of experience conducting chemical or biological laboratory analyses including two years of experience performing laboratory analysis of water, wastewater

or stormwater. Two years of increasingly responsible experience in pretreatment and environmental compliance desirable.

License and Certificate

Required upon hire, possession of a valid California Driver's License.

Possession of a current California Water Environment Association Grade II

Laboratory Analyst certificate within 18 months of appointment.

Possession of a current California Water Environment Association Grade I Environmental Compliance Inspector certificate is desirable.

Council Action: June 17, 2008