

DEFINITION

Under general supervision, plans, organizes, directs, and reviews the functions of the water quality laboratory; oversees the water quality and source control monitoring programs; supervises assigned staff; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lab Source Control Supervisor is a supervisory position responsible for overseeing and participating in laboratory operations, monitoring of water quality, and source control programs for the City.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher-level Public Works Department staff.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans, assigns, directs, and reviews the daily functions and technical operations of assigned functional area;
- Oversees and administers the quality assurance activities of the water quality laboratory to comply with Federal and State requirements;
- Conducts standard and complex technical laboratory examinations in accordance with Federal, State, and local requirements;
- Performs routine and complex microbiological and related biological examination and analysis of water and wastewater for the detection and identification of microbial agents of disease;
- Interprets complex water quality and source control regulations, and develops procedures for compliance;
- Prepares, interprets, and submits water quality reports, correspondence, and statistical data to relevant agencies;
- Updates quality assurance manual and standard operating procedures; assures and maintains laboratory certification and accreditation using proper quality control;
- Performs supervisory functions, including assigning and reviewing staff work; mentoring, training, and orienting laboratory staff; providing performance evaluations and constructive feedback;
- Establishes, maintains, and monitors program performance goals and objectives; assists with developing and monitoring the laboratory budget and procuring supplies and materials;
- Prepares for and makes appearances, to represent the City, at multiple workshops, conferences, board meetings, and other relevant events; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Quality control and quality assurance principles, procedures, and standards as applies to laboratory testing; theories, principles, and practices of clinical laboratory science; principles and

practices of laboratory operations, techniques, and procedures utilized in the areas of microbiology; scientific research methods, test development, and evaluation techniques; principles, methods, and techniques of laboratory and source control and chemical, bacteriological, biological, and physical testing and analysis; intricate laboratory techniques, terminology, and equipment used in chemical and related laboratory work; safety principles, hazards, and appropriate precautions applicable to work assignments; Federal, State, and local regulations pertaining to laboratories and source control programs; plant operations and general wastewater operations, computer operations, software development, programming and applications; principles of supervision, training, staff development, and performance evaluation; fiscal and budget management; and effective written and verbal communication skills.

Ability to: Ensure effective use of methodologies, protocols, and established procedures within a laboratory functional area; evaluate test results and data against measurable criteria; identify, explain, and report incongruities in test procedures and inconsistencies in test results; develop and maintain accurate records and reports; assist with budget preparation, provide recommendations, and control expenditures; develop and supervise research projects; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the performance of duties; and work effectively under deadlines.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Graduation from an accredited four-year college or university with a degree in chemistry, biology, biochemistry, microbiology, or related field. Graduate work in organic or inorganic chemistry is highly desirable.

Experience: Five (5) years of increasingly responsible experience in a water or waste water laboratory, two (2) years of which must have included supervisory capacity level work. A Master's degree can substitute for one (1) year of experience, and a PhD for two (2) years of experience.

Licenses: Possession of a valid California Class C driver's license. Possession of, or must obtain within two (2) year of employment, a Laboratory Technologist Grade II Certificate and an Industrial Waste Inspector (IWI) Grade II Certificate issued by the California Water Pollution Control Association. Possession of Grade II Operator certification issued by the State Water Resources Control Board is highly desirable.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.