CITY OF MILLBRAE **LABORATORY AND SOURCE**
CLASSIFICATION SPECIFICATION **CONTROL SUPERVISOR**
APRIL 1999

Definition: Under general direction and supervision of the Water Pollution Control Plant Superintendent, supervises, plans, organizes, directs, and participates in laboratory operations, the Water Pollution Control Plant (WPCP) monitoring program, source control programs such as industrial waste, storm water, and water reclamation, and NPDES compliance. The lab is fully accredited with Environmental Laboratory Accreditation Program (ELAP) and provides service for a designed 3 MGD secondary wastewater treatment plant using activated sludge treatment processes.

Essential Duties: The essential duties of the Laboratory and Source Control Supervisor include:

Serves as Laboratory Director pursuant to Title 22 requirements for environmental laboratory certification. Incumbent is designated as Principal Analyst and as Signatory Person pursuant to Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories 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 for remain within requirements of the NPDS Permit. Supervises the inspection and monitoring functions for industrial waste discharges to the wastewater collection systems and discharges to the storm water collections systems. Supervises the development and maintenance of water quality and source control monitoring programs to meet wastewater, and source control regulations and engineering needs in an efficient and cost effective style. Prepares and submits water quality and source control reports, correspondence and statistical data to the State Department of Health Services, Regional Water Quality Control Boards, and other government agencies. Interprets complex water quality and source control regulations and develops procedures for compliance; assures and maintains laboratory certification and accreditation by proper quality control of laboratory and source control analyses and instrumentation and by participation in accreditation programs. Performs routine and complex microbiological, chemical, and physical analysis of water and wastewater. 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 and source control procedures and practices. Works with appropriate personnel in optimizing the WPCP treatment processes and source control programs. Prepares and monitors laboratory and source control budgets, maintains laboratory equipment and purchases new equipment. Develops, implements and updates work methods and procedures in accordance with accepted professional practices; prepares and revises manuals and procedures. Represents the City at various workshops, conferences and/or board meetings; and interfaces with regulatory staff.

Special Requirements:

Vision adequate to quickly and 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. Maintain 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. Conducting laboratory analysis requires repetitive hand motion, grasping, and frequently lifting and carrying objects of up to 25 pounds. Occasional lifting and moving of objects over 40 pounds may be required. The laboratory setting exposes employees to chemicals, skin irritants, fumes, solvents, and air contaminates aerosols from wastewater. Sampling, laboratory sanitation, and personal hygiene procedures require employees to frequently wash his/her hands.

Minimum Qualifications:

Knowledge of: Administration including regulations, reporting and record keeping, personnel and fiscal management; practices and techniques of supervision and budget management; 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; mathematics as applied to laboratory and source control 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 and source control programs, plant operations and general wastewater operations, computer operations, software development, programming and applications; management methods and techniques; supervision and leadership techniques designed to train, supervise, motivate and lead a group of employees; and public speaking principles and practices and public relation techniques.

Ability to: Analyze physical, chemical and bacteriological problems, and 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, 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, maintain data processing equipment and software as appropriate; use and maintain laboratory instruments and equipment used in wastewater and source control analysis; prepare complete, accurate reports and notices and maintain detailed records; speak clearly and communicate concisely in oral and written forms; work protracted or irregular hours; understand and carry out oral and written directions; establish, maintain and foster effective working relationships with those contacted in the course of work, including peers, subordinates, supervisors and regulatory staff.

Education: Must possess minimum of a baccalaureate degree from an accredited college or university with a major in chemistry, biochemistry, biology, or microbiology. Additional graduate work in organic or inorganic chemistry is highly desirable.

Experience: Five years of increasingly responsible experience in a water or wastewater laboratory, two of which must have been in a supervisory capacity. At least three years in analysis of water, wastewater, solid waste, hazardous waste or other environmental samples. A substantial amount of the desired five years experience must have been in a laboratory which has produced a sound background in the kinds of systems and equipment used by the City of Millbrae laboratory. A Masters degree can be substituted for one year of experience, and a PhD for two years.

License & Certificates: 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 a valid California Class C Driver's License and a satisfactory driving record. Possession of Grade II Operator certification issued by the State Water Resources Control Board is highly desirable.