



Class Code:

Laboratory Services Supervisor

DEFINITION

Under general direction from the Director of Operations and Maintenance, supervises Water Quality Laboratory (WQL) operations to include sample collection, laboratory and field analyses, water quality investigations, compliance with environmental laboratory regulations, and research; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Laboratory Services Supervisor is a single-position supervisory classification. Under general direction, within a framework of overall goals and objectives, the incumbent is responsible for supervising a variety of field and laboratory activities in support of the water quality monitoring and control program.

This classification is distinguished from the Senior Chemist in that the latter is the advanced working level in the professional chemist series and is supervised by this class. This classification is distinguished from the Director of Operations and Maintenance in that the latter has overall administrative responsibility for all operations and maintenance activities, is an executive level position, and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Ensures source water, treatment, and distribution system water sampling activities are performed correctly; supervises field and laboratory analytical activities; reviews internal test reports and data generated by sub-contract laboratories; maintains an ongoing quality assurance/quality control (QA/QC) program; directs efforts to maintain WQL certification under the Environmental Laboratory Accreditation Program (ELAP).
- Participates in water treatment studies and pilot programs by helping determine best sampling or testing methods; oversees research in water quality and recommends changes in operational practices based on findings.
- Forecasts future laboratory needs; conducts assessments of current procedures and practices; adjusts monitoring programs to improve labor utilization and cost-effectiveness; plans, justifies, and budgets for capital purchases of laboratory test equipment.
- Provides ongoing support and technical assistance to District staff regarding water quality, water sampling, and testing methods; confers with governmental and water industry representatives about water quality matters; participates in federal, state, and local committees on drinking water issues; helps determine necessary procedures to verify water quality in an emergency.
- Responds or directs staff to respond to customer inquiries and water quality complaints; informs the Water Production Division about unusual patterns of complaints and helps determine appropriate corrective action.

- Supervises and trains other staff in the usage of the Laboratory Information System (LIMS) and related data management systems; determines need for special reports; reviews and analyzes regular and special reports generated by LIMS.
- Oversees and manages contracts with instrument support and contract laboratories.
- Compiles and prepares regular and special reports covering the details of WQL operations for senior management such as monthly sampling and testing statistics; prepares and submits required reports to State regulatory agencies.
- Prepares the annual budget request for the work unit; estimates staffing and capital equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Participates in the interviewing and hiring of new staff; prioritizes, assigns, and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations; helps ensure a high level of laboratory staff proficiency by providing initial and ongoing and testing in WQL procedures and analyses.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in chemistry, microbiology, or a related field; and four (4) years of journey-level experience as a professional chemist, including one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills, and Abilities:

Knowledge of: chemical and bacteriological characteristics of water; general quantitative and qualitative analysis; microorganisms common to fresh water; modern laboratory instruments and their usage; sources of information related to water analysis and water quality; sampling techniques; methods of statistical analysis; standard analytical procedures; federal and state laws and regulations governing water quality and environmental laboratory certification; general principles of water treatment and disinfection; budget administration; modern supervisory principles and practices; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: set up, operate, and perform minor maintenance on a variety of laboratory equipment; evaluate current programs and plan for future needs; supervise complex research projects; interpret and apply the results of routine and special laboratory analyses; plan, assign,

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and supervise the work of subordinate staff; maintain accurate records; prepare clear, concise, and scientifically accurate written reports; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

On a continuous basis, sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone and computer keyboard on a daily basis; use color visual acuity. On occasion, operate a motor vehicle and collect samples in the field.

Adopted: 03/86

Revised: 09/05, 02/21

Approved: _____
Human Resources/Risk Manager