

Goleta Sanitary District Job Description

Job Title: Laboratory Supervisor
Department: Laboratory
Reports To: Environmental Services Manager
FLSA Status: Exempt

SUMMARY

The District's Laboratory Supervisor oversees the day-to-day laboratory operations. Supervises, plans, prioritizes, and reviews the work of laboratory staff. Directs the laboratory quality management system and quality control program. Prepares reports to regulatory agencies and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned in order to meet the needs of efficient District operation.

Prepares work schedules and supervises the daily work and performance of personnel assigned to the laboratory. Trains staff assigned to the laboratory in the proper and safe methods of performing laboratory tests and collecting samples.

Plans and coordinates self-monitoring program sampling and analytical support activities for various District permits that includes wastewater, recycled water and storm water.

Directs the quality assurance practices ensuring compliance with the Environmental Laboratory Accreditation Program (ELAP) requirements. Recommend outside laboratory service support and coordinate required services.

Provides technical information and consultation as appropriate; recommends and assists in the implementation of goals and objectives; implements approved policies and procedures. Plan, organize and evaluate special study projects.

Manages and coordinates maintenance of laboratory equipment and instrumentation required for tests, research, or process control. Ensures equipment is calibrated according to standard operating procedures or more frequently as needed.

Manages the Water Information Management System (WIMS) including recommending upgrades to the existing system, creating reports, providing user training, and ensuring regulatory compliance.

Performs tests and interprets results of chemical, biological, and physical analysis of samples collected from sewage treatment plant processes and records findings. Maintains open communications with operations staff regarding laboratory results.

Ensures the laboratory maintains sterile conditions to meet quality control requirements.

Maintains records of work performed; maintains inventories of supplies, materials and chemicals.

Performs field duties involving use of District vehicle for the collection or delivery of samples.

Participates in the preparation and administration of the laboratory budget and monitors expenditures. Reports to the Laboratory and Technical Services Manager.

Assists with and participates in public education programs, especially those dealing with laboratory operation.

Prepares reports for in-house review and to regulatory agencies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Principals of supervision, training, and performance evaluations; wastewater and industrial waste chemistry, microbiology, sampling techniques, and treatment processes; general quantitative and qualitative chemistry; EPA and Standard Methods for Analysis of Water and Wastewater analytical procedures; laboratory safety; analytical instrumentation and equipment care and maintenance; statistical analysis methods. Environmental Laboratory Accreditation Program (ELAP) regulations; 2016 TNI Standard; and laboratory certification renewal process.

Ability To: Lead, manage and coach laboratory staff to effectively manage overall day-to-day laboratory operations; interpret and explain laboratory policies and procedures. Train laboratory staff on the use and maintenance of laboratory equipment and instruments; perform accurate and precise chemical, physical, and biological analysis of water, wastewater, and sludge. Use computer spread sheets, word processing and data bases; utilize proper sample collection and handling techniques; prepare and standardize testing media and reagents; keep accurate and legible records; communicate clearly and concisely, both orally and in writing; exercise independent judgement within parameters of the position; establish and maintain effective work relationships with those contacted in the performance of required duties; meet the physical requirements necessary to safely and effectively perform the required duties; establish and maintain effective working relationships with those encountered in the course of work.

EDUCATION and/or EXPERIENCE

A bachelor's degree in chemistry, biology, engineering or related field required. Four years of increasing responsibility in a wastewater laboratory experience including one year of supervisory or lead experience is required.

Possession of a valid California Class C driving license with a satisfactory driving record.

Ability to obtain American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate within three months from date of hire.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and laboratory procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, students, or District employees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and fundamentals of statistical analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Class C California driver's license

Possession of a California Water Environment Association Grade II Laboratory Analyst Certificate is required.

Ability to obtain a California Water Environment Association Laboratory Technologist Grade III certificate within 18 months.

Ability to obtain American Red Cross First Aid and Cardiopulmonary (CPR) certificates

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; use hands, to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to work in areas with potentially hazardous

atmospheres which may require the use of respiratory protection equipment and in that respect may be required pass a respiratory fitness test and to follow the District's facial hair policy.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.