

## **WATER QUALITY LABORATORY MANAGER**

Code No. 4-18-491

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional supervisory position in the Monroe County Water Authority environmental laboratory. The position is responsible for managing all aspects of the laboratory's operation including developing and implementing policies and procedures, compliance regulation, mandating reporting, and chemical and microbiological analyses. General supervision is exercised over a subordinate staff. The employee reports directly to and works under the general supervision of the Director of Production and Transmission. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Manages all aspects of the operation of the environmental laboratory;

Supervises and assists in performing chemical and microbiological analyses;

Establishes, implements, and manages all policies and procedures required to maintain certification; implements corrective measures as required;

Manages contracted laboratory services;

Establishes performance standard and quality control requirements;

Interprets and monitors the results of laboratory analyses against applicable regulations;

Establishes and implements employee training programs, laboratory safety policies and procedures, and staffing schedules;

Supervises and assists in preparing reports on water quality for the Environmental Protection Agency, New York State and/or County Departments of Health, New York State Department of Environmental Conservation and other regulatory agencies, as required;

Supervises and conducts special studies and tests for improvement of water quality and treatment plant operations;

Investigates complaints from consumers about water quality;

Assists in the instruction of Water Treatment Operators;

Prepares annual budget for laboratory services;

Supervises and maintains a physical inventory of laboratory chemicals and supplies and requisitions as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of chemical and microbiological testing techniques and tests required related to the operation of a public water system; thorough knowledge of the correct measures to improve water potability; thorough knowledge of the operation of a water treatment plant; good knowledge of state-of-the-art software related to laboratory operation; good knowledge of the requirements of water quality regulatory agencies; working knowledge of maintenance problems of a water treatment plant; ability to plan and supervise the work of others; ability to make accurate chemical and microbiological analysis;

ability to deal well with the public; ability to instruct others; ability to keep inventories, records, and logs; ability to manage and prepare a budget; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; tact; accuracy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Chemistry, Biology, Environmental or General Microbiology or a closely related field, PLUS EITHER:

- (A) Five (5) years paid full time or its part time equivalent experience in the analysis of inorganic and representative organic analyses for which the laboratory has approval; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Chemistry, Biology, Environmental or General Microbiology or a closely related field, plus three (3) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** June 8, 2006