

WATER QUALITY LABORATORY SUPERVISOR

DEFINITION

To plan, organize, direct and supervise assigned laboratory activities and/or a Quality Assurance Program in the Water Quality Laboratories and Industrial Waste sections of the Wastewater Utility Division of the Environmental Utilities Department and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Environmental Utilities Compliance Administrator.

Either exercises direct supervision over assigned staff or trains and oversees quality control and quality assurance of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

All Assignments:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned operations; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assume responsibility for ensuring ELAP accreditation of laboratories.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Develop, maintain, review, approve and/or update Quality Assurance Program Manual and Standard Operating Procedures for sampling, testing and documentation practices; ensure quality assurance and quality control procedures used in the labs comply within acceptance certification criteria.

Organize, schedule, assign and review State and Federal mandated laboratory Proficiency Testing studies.

Review the work of staff involved in water quality laboratory activities; ensuring compliance with quality control and quality assurance procedures.

Perform periodic statistical and analytical review of data to evaluate test parameter control criteria for effectiveness.

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Maintain and administer the Chemical Hygiene Plan (CHP); ensure work is performed safely and consistent with federal and state OSHA rules and regulations, departmental and local safety rules, regulations, policies and procedures.

Administer and maintain employee-training records and periodically monitor and evaluate staff performance in sample handling and analyses.

Research and prepare technical and administrative reports and council communications; prepare written correspondence.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to Lab Operations

Plan, prioritize, assign, supervise and review the work of staff involved in water quality laboratory activities.

Oversee and review the operations and maintenance of laboratories, ensuring that process control and permit compliance samples are identified, collected, analyzed and reported in a timely manner; ensure all data reported meet the minimum acceptance criteria for pertinent regulatory compliance monitoring.

Assure the reliability of reported data by monitoring the standards of performance in Quality Control and Quality Assurance to ensure validity of the analyses and the data generated.

Collect and analyze wastewater, drinking water, and surface water samples for chemical, bacteriological and biological data related to wastewater and water treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments.

Troubleshoot analytical procedures and recognize and resolve problems or confer with others to identify possible problems affecting laboratory results; recommend changes to procedures, as appropriate.

Prepare standard chemical solutions, reagents, stains and bacteriological media; maintain laboratory facilities in an orderly fashion.

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Enter laboratory data into computer system for further analysis and reporting purposes; maintain laboratory records and prepare required reports; review reports for accuracy and assist in the preparation of compliance reports for submittal to regulatory agencies.

When assigned to Quality Assurance

Oversee, review, monitor and serve as main contact as it relates to Quality Assurance and Quality control in the Water Quality Laboratories and Industrial Waste sections of the Wastewater Utility.

Notify the City of deficiencies in the quality system.

Develop, administer, coordinate, monitor, review and update, as needed, the laboratory's Corrective Action Program (CAP) to ensure and maintain continuing compliance.

Develop, administer, monitor, evaluate, and maintain the laboratory's EPA and ELAP mandated Quality Assurance Program to ensure the laboratory operates in conformance with the Environmental Laboratory Accreditation Program (ELAP) standards set forth in Title 22, Division 4, Chapter 19 of the California Code of Regulations.

Review and evaluate laboratory results and data to ensure quality assurance of laboratory operations; notify Environmental Utilities Compliance Administrator of deficiencies and assist in the development and implementation of new procedures.

Coordinate, monitor, and conduct independent, periodic and/or continuous audits of designated laboratory practices and procedures to ensure compliance with approved Standard Operating Procedures and to meet regulatory and certification requirements.

Ensure Quality Manual is maintained for currency.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of chemistry, bacteriology, and chemical sciences, including methods and techniques of laboratory testing and analysis.

Laboratory quality assurance and quality control practices.

Sample collection and monitoring procedures and preservation methods related to wastewater discharge and sewage treatment processes.

Modern laboratory procedures and equipment including computer uses and applications as applied to laboratory operations and analysis.

EPA and ELAP accreditation requirements.

Principles of supervision, training and performance evaluations.

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Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct laboratory activities, ensuring quality assurance and quality control.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Perform responsible duties in the collection and testing of wastewater, drinking water, sludge, industrial waste, surface water, and other related sample sources.

Use a personal computer and various programs to enter, maintain and analyze data and prepare reports and correspondence.

Evaluate outcomes of laboratory results; identify and resolve errors.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in the collection and analysis of industrial and other wastewater/water samples. One year of lead responsibility providing technical and functional supervision over assigned personnel is desirable.

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Training:

A Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, biology, or a related field.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

Possession of a California Water Environment Association Grade 2 Laboratory Analyst certificate within one year of date of appointment.

09-15-23

02-16-21

02-14-17

11-16-13 Water Quality Supervisor