

WATER QUALITY LABORATORY SUPERVISOR, ZONE 7

DEFINITION

Under general direction, to plan, organize and supervise the staff and operations of Zone 7's water quality laboratory; to ensure maintenance of the laboratory's certification; to assist the Water Operations Section and other Zone 7 units in matters related to water quality; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a full supervisory classification with overall responsibility for the operation, certification and supervision of Zone 7's water quality laboratory.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Plans, organizes, schedules, assigns and supervises the operations of the water quality laboratory and staff.
2. Ensures the maintenance of the Environmental Laboratory Accreditation Program Certificate issued by the State of California Department of Health Services (DHS).
3. Develops, evaluates, and implements laboratory policies, procedures and standards.
4. Conducts quality assurance and quality control activities, such as equipment verification using external reference sources, data analysis and validation, review and monitoring of procedures performed, directing and reviewing required record keeping, and related activities.
5. Responsible for personnel actions for laboratory staff, including selection (as approved) of employees, performance planning and appraisal, and performance documentation; recommends and implements approved disciplinary actions; provides for employee training and development, and maintains records of required employee training.
6. Assists water operations staff with meeting DHS requirements; advises on procedural or treatment changes; conducts special studies to evaluate methods and recommend alternatives; provides chemistry input to engineering section; coordinates laboratory matters with other Zone 7 sections.
7. Prepares or supervises the preparation of a variety of records, periodic or special reports, and correspondence.

EXAMPLES OF DUTIES - Continued

8. Evaluates/supervises the evaluation of laboratory equipment and products; recommends purchase of equipment; purchases and ensures the maintenance of laboratory inventory.
9. Prepares the laboratory budget for inclusion in the division budget, and monitors expenditures.
10. Coordinates with other water agencies, distributors, regulatory agencies, and professional organizations; represents the Zone 7 laboratory to these organizations and the general public; responds to inquiries regarding water quality and other laboratory matters.
11. Conducts special studies and performs limited organic, inorganic, trace metal, and microbiological testing and analysis of water, usually for non-routine procedures.
12. Maintains current knowledge of water quality laboratory regulations, methods, equipment, and materials.
13. Evaluates and monitors safety practices in laboratory and sampling activities.
14. Observes sampling and other activities in field and operates district vehicles.
15. Participates in responses to emergency situations involving water quality issues.

MINIMUM QUALIFICATIONS

Either I

The equivalent of two years of experience in the Alameda County class of Chemist or Water Quality Chemist, Zone 7.

Or II

Education:

Possession of a bachelor's degree from an accredited college or university with specialization in chemistry, microbiology, or a similar science, which included courses in analytical chemistry.

And

Experience:

The equivalent of three years' full-time experience as a chemist in a water quality or closely related laboratory operation, which included organic, inorganic, trace metal, and microbiological testing and analytical procedures.

License:

Possession of a valid California driver's license.

MINIMUM QUALIFICATIONS - Continued

NOTE: The Civil Service Commission may modify the above Minimum Qualifications the announcement of an examination.

KNOWLEDGE AND ABILITIES

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Duties” section of this specification.

Knowledge of:

- Supervisory practices, including planning, organizing, scheduling and assigning work, training, and performance appraisal.
- Principles of organic and inorganic chemistry, and basic microbiology.
- Methods and techniques of chemical, physical, and microbiological water quality testing and analysis, including wet chemical techniques, atomic absorption and emission, flow injection, and gas and liquid chromatography.
- Operation, testing, calibration, minor maintenance and set up of sophisticated water quality laboratory equipment, including computer operated equipment.
- American Water Works Association, EPA, California Department of Health Services and other standards and regulations applicable to water quality testing, record keeping, reporting and compliance.
- Statistics and computer applications applicable to water quality laboratory work.
- Laboratory precautions and safe working practices.

Ability to:

- Plan, organize, assign, review and evaluate the work of professional laboratory staff.
- Perform standard and non-routine chemistry and microbiological testing and analysis.
- Read, interpret and comply with extensive regulations pertaining to laboratory operations and maintenance of certification.
- Conduct special studies and coordinate with/provide support to operations, engineering, and other Zone 7 departments.
- Analyze complex technical and operational issues, evaluate alternatives, and select appropriate courses of action.
- Coordinate with and represent the laboratory to other water organizations, regulatory agencies, distributors, and the public.
- Prepare and review records, reports and correspondence.