



CLASSIFICATION NO. 890  
Established: 9/04  
FLSA: Exempt  
EEO: 2

## **LABORATORY SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize and supervise technical and administrative functions of water quality and process laboratories, or other types of laboratories; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Water Quality Laboratory section within Water Environment Services provides physical, chemical, and biological analyses of industrial wastes, storm water, surfacewater, soils, biosolid samples, septage wastes and wastewater. This classification may be used by other departments with laboratories.

The Laboratory Supervisor is an advanced level professional responsible for supervision of staff, resources, direction for the laboratory, and quality assurance/ quality control activities and reporting. Additionally, this position develops, implements and administers water quality and process laboratory methods, procedures and standards and provides technical advice and recommendations to department management on water quality issues.

The Laboratory Supervisor differs from the Laboratory Analyst which performs varied and complex analyses, and may train other plant personnel in specific laboratory operations, but does not supervise staff or provide overall direction for the laboratory.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises the work of regular and temporary employees; provides work direction; plans, schedules, assigns and reviews work; approves absences and overtime; trains and provides technical assistance to staff; analyzes and resolves work problems; conducts performance evaluations, disciplinary action, or responds to grievances; makes effective recommendations on personnel actions, such as hiring; facilitates participation of team members in work activities.
2. Develops and administers quality assurance standards; assures that laboratory facilities meet State of Oregon Department of Environmental Quality (DEQ) and federal Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) permit and performance evaluation review requirements, including documentation required by Oregon Environmental Laboratory Accreditation Program.
3. Maintains laboratory information management system, coordinates with local area network administrators to ensure standardization of computer generated laboratory reports to meet

customer and state and federal requirements.

4. Supervises the management of the laboratory in a team environment; develops and recommends annual work plan and budget, including contracted services; monitors and controls expenditures; oversees and coordinates special projects and contracted services; coordinates laboratory operations with other teams and personnel within and outside of the department.
5. Ensures compliance with safety procedures and regulations; plans and implements safety and technical training programs; participates in the development of written procedures for laboratory safety activities; reviews safety concerns and suggestions.
6. Provides public and customer service support to County operations and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings; answers technical questions.
7. Evaluates and interprets laboratory test results; provides technical advice and written recommendations on water quality issues; contracts with professional organizations and individual consultants for testing and analysis services.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Standard procedures for examination of wastewater, surfacewater, storm water, biosolids, soil and industrial samples; principles of analytical chemistry, including instrumental, microbiology and bioassay methods; chemistry, biology, microbiology and related sciences; Federal, State and County regulations regarding testing associated with Clean Water Act and applicable EPA programs; occupational hazards and safety precautions at a laboratory; computer software applications, laboratory information management systems; math, algebra, statistics and geometry; principles and concepts of work teams.

Skill to: Implement basic principles and practices of personnel management and supervision, and budgeting; operate microcomputer applications in environmental laboratories; direct staff in continuous efforts to improve quality, productivity and effectiveness; recommend appropriate corrective action; train and direct the work of personnel in laboratory operations and safety; incorporate team participation in decision making; establish and maintain effective working relationships with the public, contractors and other County employees; provide technical assistance to other plant personnel using public service and customer service techniques; communicate effectively, both orally and in writing; identify and analyze alternative solutions to problems encountered and develop an effective course of action; maintain records on testing, analysis, quality assurance and control in conformance with regulatory requirements and records retention

### **WORKING CONDITIONS**

Within WES Department, duties require frequent standing, squatting, bending, reaching, fine motor control, accurate color perception, and the ability to lift up to 45 pounds, and carry, push and pull objects. Duties involve exposure to bacteria, viruses and toxic material in wastewater, and handling chemicals and bacteriological waste matter.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Within the Water Environment Services Department, incumbent must have:

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

## **POST-EMPLOYMENT REQUIREMENTS**

Possession of or the ability to obtain within 2 years of hire:

- Designated as “technical director” of an environmental laboratory according to the State of Oregon Department of Environmental Quality (DEQ). This designation generally requires a Bachelor’s Degree with specific credit hours, and minimum years of experience.

Edited: 6/16