



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

LABORATORY SUPERVISOR

DEFINITION

Under general direction, supervises the operation of the certified laboratory to provide services in support of water and wastewater operations for the potable water supply; performs standard and complex physical, chemical and bacteriological analyses and data interpretation of surface and ground water, and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Operations and Maintenance Superintendent. Supervision is exercised on subordinate staff.

CLASS CHARACTERISTICS

This single position class is responsible for planning, overseeing, directing, and coordinating a variety of laboratory services, including water and wastewater analyses, data management, and the evaluation and incorporation of new technology. This single position class requires knowledge and skill in performing a wide variety of water analyses, including the use of instrumentation. The incumbent must use independent judgment in carrying out assigned laboratory activities. This class is responsible for planning, directing, and managing the water quality program; directs the operation of the certified water quality laboratory; supervises support staff and provides technical guidance and expertise to the District and others on water quality matters.

EXAMPLES OF DUTIES (Illustrative Only)

- Schedules, performs and interprets a variety of moderately complex and standard physical, chemical, and bacteriological tests and analysis on water supply samples, distribution system samples, wastewater collection system and recycled water samples, following specific procedures; recognizes potential or actual problems which may occur in an analytical procedure; applies known procedures or confers with supervisor to find solutions.
- Coordinates special investigations in water, wastewater, and process control; recommends changes in methods, and operations, as indicated by study findings and regulatory compliance monitoring.
- Provides technical consultation to engineering and operations staff in the evaluation and solution of problems on water quality or where laboratory analysis is necessary.
- Receives, investigates and responds to complex inquiries and complaints regarding water quality.
- Coordinates existing and plans new sample collection programs, conferring with field sampling personnel as required.

- Implements and reviews the effectiveness of a laboratory quality assurance program; recommends improvements in methods to maintain adequate standards.
- Assists and confers with other District staff as required; represents the District in meetings with governmental and industrial representatives, regulatory agencies, and members of professional and technical organizations.
- Prepares and standardizes chemical reagents, prepares and sterilizes bacteriological media.
- Researches district water quality laboratory data files; interprets and analyzes data and determines long term trends using graphs, maps and statistical calculations; reduces laboratory results to usable data; prepares reports.
- Compiles, maintains and enters water quality data on computer files.
- Sets up, calibrates, operates and performs routine maintenance on a variety of complex laboratory equipment and instruments.
- Oversees collection of water samples from wells, tanks, reservoirs and distribution systems for analysis according to a predetermined schedule; operates and maintains automatic sampling equipment; determines if additional sampling may be necessary to assure adequate information; determines which wells to add or delete from well testing program.
- Assures that Federal, State and County laws, rules, regulations and guidelines on sampling, testing and record keeping are adhered to.
- Observes standard safety precautions related to the work; conducts safety meetings, hazard evaluation surveys, and other safety programs.
- Performs laboratory quality assurance tests and maintains proper quality assurance in performing analytical work and for laboratory accreditation and certification.
- Reviews environmental impact reports and various other technical reports submitted by other agencies; prepares departmental comments.
- Investigates, resolves and responds to water quality inquiries from the public.
- Assists in conducting training programs in sample collection and basic laboratory procedures for operations personnel.
- Reviews technical journals, articles, books and attends seminars and training in order to remain current on developments in the water quality field.
- Maintains and updates periodic inventories of laboratory chemicals, equipment and supplies.
- Prepares the annual laboratory budget and monitors expenditures throughout the fiscal year.

QUALIFICATIONS

Knowledge of:

- Principles of statistical, quantitative and qualitative analysis.
- Standard administrative techniques including planning, scheduling, training, supervising, and budgetary control functions.
- Principles of chemistry, microbiology, and closely related sciences.
- Principles and methods used in physical, chemical and bacteriological testing of water and wastewater samples.
- Principles and techniques of laboratory, plant and field safety methods and practices.
- Applicable State and Environmental Protection Agency regulations.
- Chemical laboratory methods, equipment, facilities, and materials.
- Sampling techniques and methods.
- Safety practices and procedures related to the work.
- Computer systems, applications, and automated equipment related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Working with the chemicals and equipment used in water, wastewater, marine or recreational water and recycled water analysis.
- Maintaining accurate and up-to-date records using automated and manual systems.
- Performing standard and moderately complex physical, chemical and bacteriological analysis of water.
- Evaluating the outcome of laboratory results in order to detect errors and recommend solutions.
- Set up, operate, calibrate and perform routine maintenance on complex analytical instruments.
- Using sound independent judgment.
- Preparing clear, complete, and accurate records and reports.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major coursework in chemistry, biology, or a closely related field.

Experience:

Five years of increasingly responsible work experience in water or wastewater and industrial laboratory testing, analysis, and control, including two years of increasingly responsible supervisory experience.

License:

Must possess at appointment date:

California Water Environment Association Laboratory Analyst Grade I certificate or American Water Works Association Water Quality Analyst Grade I certificate.

The following certification must be obtained with 24 months of appointment date:

American Water Works Association Water Quality Analyst Grade II

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to safely lift 50 pound containers of liquid with assistance and place on overhead shelves, stand for extended periods of time and perform multiple work activities that require a significant level of physical and mental coordination; vision to read printed material and identify color changes encountered in routine chemical analysis; hearing and speech to communicate in person and over the telephone.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association