Laboratory Director

**Definition**

The fundamental reason for the existence of this classification is to supervise the operation of the Districts laboratory, and to perform a variety of complex chemical, bacteriological and physical analyses. The incumbent is designated Laboratory Director as defined by Title 22, Section 64817 of the California Code of Regulations.

**Distinguishing Characteristics**

Laboratory Director is the first line Directory classification in the Laboratory Analyst series. Under general direction, the incumbent supervises the activities of the laboratory at the Districts WWTP and to perform the most complex laboratory analyses. The Laboratory Director is responsible for the supervision of the laboratory staff and the overall performance of the laboratory.

**Supervision Received and Exercised**

Direction is provided by a General Manager. Duties include direct supervision of professional and technical staff assigned to the laboratory.

**Examples of Duties**

Essential Duties:

The following duties are considered essential for this classification:

* Plan, organize, review, and evaluate all analytical and operational activities of the laboratory programs that support the WDR Permit monitoring program, treatment plant, biosolids and reclamation operations;
* recommend and assist in the implementation of section goals and objectives, establish schedules and methods for laboratory operations, implement policies and procedures, and update laboratory procedure manual as revisions occur;
* function as the Laboratory Director, as defined by Title 22, Section 64817 of the California Code of Regulations to ensure compliance with the Laboratory Accreditation Program;
* supervise, train, and evaluate the performance of technical subordinates;
* provide professional consultation to operations staff in the evaluation and solution of problems where laboratory analysis is necessary;
* research and develop new tests to analyze water, wastewater, and solids;
* monitor new developments and equipment related to laboratory operations;
* recommend purchase of equipment and services;
* use a variety of sophisticated laboratory techniques and instrumentation for the analysis of metals and organic compounds found in samples of water, domestic and industrial wastewater, gases, sludges and soils;
* participate in budget preparation and administration, prepare cost estimates for budget recommendations, submit justifications for needed materials and equipment, and monitor and control expenditures;
* review the effectiveness of a laboratory quality assurance/quality control program and recommend and implement improvements in methods to maintain operational standards;
* maintain detailed records, post analytical results, and prepare a variety of technical reports;
* maintain laboratory equipment and perform minor repairs, and coordinate additional repair work and modifications with maintenance staff and vendors;
* understand and enforce provisions of appropriate Memoranda of Understanding, the Personnel Rules and Regulations and applicable City and Utilities Department policies and procedures;
* determine the cost of laboratory services;
* evaluate laboratory workload and report on status;

Additional Duties:

 In addition to the duties listed in the Essential Duties Section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

* Perform related duties as assigned.

**Qualifications**

Knowledge of: Principles and methods used in complex chemical, bacteriological and physical analyses; state and federal laws and regulations relating to the operation of an environmental laboratory and water and wastewater standards; sampling techniques; laboratory test development procedures; methods and processes of wastewater treatment; analytical chemistry, organic chemistry and inorganic chemistry; safe laboratory practices and procedures; principles and practices of supervising, training and evaluating personnel; and budget administration.

Ability to: Prepare and maintain a variety of complex technical records and reports; utilize complex equipment used in laboratory analyses; research and develop new testing procedures and establish testing requirements as needed; maintain effective relationships with those contacted in the course of work; conduct research; use independent judgment; order chemicals and laboratory equipment; repair and maintain laboratory equipment; plan, organize, assign, and evaluate the work of assigned personnel; communicate clearly and concisely, orally and in writing.

Education and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Three years of experience in the analysis of water, wastewater, hazardous waste or other environmental samples in a modern laboratory setting to demonstrate possession of the knowledge and abilities listed above. Directory or lead level experience is highly desirable. Education – Possession of a Laboratory Analysis Grade 1 from California Water Environment Association (CWEA) or a BS or BA degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science or a closely related field is highly desirable.

**License or Certificate**

Possession of a Grade I Laboratory Analyst/Water Quality Analyst Certificate from California Water Environment Association (CWEA) is required.

**Working Conditions**

The incumbent in this classification routinely works with biological contaminates and various hazardous chemicals requiring the use of personal protective clothing and equipment. Some lifting and moving of objects such as sample containers weighing up to 50 pounds may be required when performing laboratory analyses. Also in connection with performing laboratory analyses, bending and stooping to retrieve samples weighing up to 50 pounds is common. When carrying supplies, the incumbent walks over uneven and slippery surfaces as well as climbs ladders and stairs. The incumbent uses a computer terminal for data entry. The Laboratory Director distinguishes colors while conducting a variety of chemical tests and responds to various audible alarms coming from testing equipment for the purpose of determining the completion of laboratory tests. It is common for the incumbent to stand or sit for extended periods of time with the ability to move about at will. The individual in this classification observes or monitors data and objects to comply with safety standards.