

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Laboratory Supervisor	CLASS. CODE: 0548
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	WWTP Services Manager	DATE: 7/1/2002

Job Summary:

Provides administrative and supervisory work managing the operations, maintenance and production of the Willow Lake Laboratory. Responsible for assisting with the lab testing services to City programs and complies with standards set by the Federal government.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Conducts activities to maintain the laboratory's Drinking Water Accreditation with the Oregon Health Division.
2. Maintains the laboratory facilities and equipment to ensure staff has proper resources.
3. Ensures Quality Assurance Program for laboratory complies with State and Federal accreditation requirements.
4. Writes and revises Quality Assurance Manual, SOP's and Testing Methods for the lab. Documents testing techniques and equipment.
5. Supervises and directs laboratory Proficiency Testing Program, including evaluation of test results and conducting corrective action.
6. Identifies and evaluates new techniques or methods of testing for implementation.
7. Provides sampling and lab analysis support to other City departments and divisions as needed to comply with Federal, State and local regulations.
8. Plans and conducts necessary personnel training in sampling and field testing methods.
9. Coordinates delivery of lab services with supervisors and/or specialists in City of Salem Drinking Water, Wastewater, Biosolids, Stormwater and Pretreatment/Environmental Services programs.
10. Reviews and approves data reports and summaries, and maintains historical data files.
11. Prepares monthly industrial and institutional data summaries used for Industrial Sewer billing, and prepares data summaries requested by other divisions for annual and special reports.
12. Implements and maintains data management and storage systems, including Laboratory Information Management Systems (LIMS), DataTrend Database, and Stream Water Quality.
13. Supervises and assigns work of lab technicians and establishes work performance standards.
14. Prepares formal evaluation of employee performance, evaluates training needs, and carries out the training and development of employees. Hires new staff as needed.
15. Prepares annual and five-year laboratory budget for personnel, materials and services, and capital expenditures.

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Important Job Functions

1. Assures personnel use standard safety procedures.
2. Conducts weekly meetings with staff and attends meetings as required.
3. Monitors and controls budget expenditures for personnel sick time and overtime, and materials and equipment.
4. Administers and reviews annual contracts and billing invoices for outside contractual services.
5. Performs other duties as required by WW Plant Superintendent to ensure efficient operation of the laboratory.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in chemistry or biology or a related field; and,

Four (4) to five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Environmental analytical laboratory operations.
- Chemistry and biology processes.
- Quality assurance and quality control procedures.
- Office management and record maintenance procedures.
- Contemporary office practices and procedures and basic office software products.
- General accounting procedures.

Ability to:

- Maintain and operate laboratory equipment.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise and manage staff.
- Speak effectively in front of small groups.
- Use computers and various programs.
- Work independently and make decisions with minimal supervision.

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- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Perform accounting computations and procedures.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak frequently.
- Stand frequently for extended periods.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.