

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
POSITION TITLE: Laboratory Manager
DEPARTMENT: Environmental Compliance
SECTION: Laboratory
REPORTS TO: Director of Environmental Compliance
FLSA STATUS: Exempt

POSITION SUMMARY: Under the general supervision of the Director of Environmental Compliance, customarily and regularly exercises discretion, independent judgment, and decision-making. This position plans, organizes and directs laboratory staff in the performance of complex chemical, physical and bacteriological analyses of wastewater and wastewater by-products to ensure compliance with a variety of regulatory program requirements; prepares necessary regulatory reports to meet compliance deadlines; oversees the Authority's flow metering and revenue programs; provides technical and professional support to operations, source control, and member agency staff; serves as a Biosolids Environmental Management System team member; and performs other related duties as assigned. This single position is responsible for laboratory related activities in the Authority. It can be distinguished from all other laboratory classes by its supervisory responsibilities.

SUPERVISORY DIMENSIONS: Supervises the staff and activities of the laboratory section.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Committed to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Plans, organizes, controls, integrates and evaluates the work of the laboratory section; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual laboratory budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; identifies section training needs.

- Establishes performance requirements; regularly monitors performance and provides coaching for performance improvement and development; prepares and reviews performance evaluations; makes recommendations for compensation to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Authority's personnel rules and policies.
- Serves as the laboratory's Quality Assurance Officer; directs staff in the performance of quality assurance and quality control programs. Ensures laboratory certification.
- Serves as the laboratory's Chemical Hygiene Officer and maintains required regulatory documentation to support state mandated Chemical Hygiene Plan.
- Oversees the Authority's flow metering program, including management of flow metering system service agreement, data collection and report preparation.
- Manages the Authority's revenue sampling program, including collection system sampling, analysis and reporting.
- Manages the Authority's laboratory service contracts with member agencies, including sampling, analysis, reporting and invoicing.
- Supports Biosolids Environmental Management System documentation and documentation controls.
- Manages the Authority's industrial storm water permit compliance program, which includes monitoring and reporting.
- Prepares the Authority's biosolids and receiving water reports for submission to the Environmental Protection Agency (EPA) and the San Diego Regional Water Quality Control Board.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of principles and practices of effective management and supervision; regulations, discharge limitations and reporting requirements governing disposal and reuse of wastewater and wastewater by-products; conventional methods of wastewater treatment and treatment plant processes; current laboratory procedures and standard methods used for water and wastewater sampling and analysis; conventional quality assurance, quality control (QA/QC) practices; safe laboratory practices and procedures; and automated data collection systems.
- Ability to analyze technical data and reports, review documents for completeness and accuracy, and exercise sound judgment to determine compliance with existing laws and regulations; collect and analyze data from computerized data logging systems; perform conventional quality assurance, quality control (QA/QC) procedures for sampling and analysis that will ensure data integrity such that it remains defensible in a court of law; perform wastewater analyses using various physical,

chemical, bacteriological and instrumental methods to determine compliance; operate a personal computer for data processing, spreadsheet preparation and word processing; prepare and maintain clear and concise records, reports, correspondence and other written materials; maintain effective working relationships with staff and others encountered in the course of work; and exercise independent judgment and initiative within general policy guidelines.

- Knowledge of the Authority's Biosolids Environmental Management System.

EDUCATION REQUIREMENTS: A Bachelor's Degree in natural or environmental science, engineering, or a closely related field from an accredited college or university.

EXPERIENCE REQUIREMENTS: The position requires six (6) years of increasingly responsible experience in an environmental or regulatory setting, including three (3) years of recent experience in a laboratory setting. Wastewater treatment, monitoring, and regulatory reporting experience preferred; supervisory skills required.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the agency's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a Grade IV California Water Environment Association (CWEA) laboratory certificate is desired but not required.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands or arms. The employee is frequently required to stand for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly

detailed work; work under intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is usually moderately quiet.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.