



December 2020
FLSA: Non-Exempt

LABORATORY SUPERVISOR (1 STEP)

DEFINITION

The Laboratory Supervisor supervises and directs laboratory staff, schedules the sampling and analysis of wastewater treatment plant samples, industrial wastewater, and biosolids for compliance monitoring and process control, coordinates laboratory activities with customers and vendors; monitors and supports the quality assurance program to ensure that all data generated is of known and documented quality; performs chemical, microbiological, and toxicological analyses as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Services Superintendent. Provides daily supervision to the Laboratory Technician and Laboratory Aide classifications.

CLASS CHARACTERISTICS

This is a first line, supervisory classification responsible for all analytical and operational activities of the laboratory, supervision of laboratory personnel, accuracy and quality of reported data, and compiling data for regulatory reports including those required by the NPDES permit. This position is the designee of the Technical Manager as defined in the California Environmental Laboratory Accreditation Program (ELAP) regulations which incorporate the 2016 TNI Standard by reference, and performs the day-to-day functions of that role. This class is distinguished from the Director of Environmental Services and the Environmental Services Superintendent in that they are the named Technical Manager and Quality Manager respectively, and provide overall management for the Environmental Services Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, oversees, and supports the work of Laboratory Technician and Laboratory Aide classifications performing testing, sampling, and other laboratory activities.
- Schedules sample collection from the wastewater treatment plant, biosolids land application site, and remote industrial or random collection points.
- Administers the X-LIMS Laboratory Information Management System; ensures accurate and complete sample and test login, sample custody and disposal, result entry and approval; monitors data transfer to Hach WIMS.
- Reviews and maintains control of laboratory records; ensures completeness, accuracy, and traceability of record keeping; monitors performance of quality assurance and quality control criteria; evaluates validity of test results; follows appropriate records retention policy.
- Coordinates with and provides customer support to internal workgroups such as operations, pretreatment, and collections system.
- Trains laboratory and operations staff on sampling, testing, and wet weather procedures.
- Compiles data and assists in the preparation of routine compliance and special reports.
- Forecasts staffing and capital needs; participates in budget preparation; monitors expenditures; procures laboratory supplies, equipment, and services.

- Schedules and coordinates subcontracting of laboratory analyses, reviews subcontract laboratory reports for data quality and compliance with regulatory limits; uploads data.
- Ensures effective workgroup communication; schedules and facilitates laboratory meetings; distributes minutes and follows up on action items.
- Plans and monitors quality assurance program elements such as proficiency testing, demonstrations of capability, control charting, method detection limits, corrective actions, and internal audits; prepares periodic reports and revises the Quality Manual with the Environmental Services Superintendent.
- Continually ensures adherence of laboratory practices to internal policy and procedure documents; initiates corrective and preventive actions as needed.
- Assesses compliance of laboratory practices and procedures to applicable regulations, permits, reference methods, and accreditation standards; makes recommendations for improvements.
- Writes, designs, revises, and implements standard operating procedures, policies, and forms to ensure clarity and compliance; maintains document control,
- Investigates and trouble-shoots non-conforming test results and malfunctioning equipment.
- Supports and assists the Environmental Services Superintendent with CA ELAP requirements, applications, on-site assessments and responses.
- Serves as the Chemical Hygiene Officer; ensures adequate facilities and training in order to maintain a safe working environment for laboratory staff; makes recommendations for revisions to the Chemical Hygiene Plan.
- Plans and coordinates sampling and analyses for non-routine projects such as method development, special studies, and investigations.
- Attends and participates in professional group meetings and stays abreast of regulatory and testing developments in the wastewater industry.
- Performs laboratory staff duties as needed such as Biochemical Oxygen Demand, Total and Volatile Solids, Total and Volatile Suspended Solids, Total Residual Chlorine, pH, Dissolved Oxygen, Conductivity, Hardness, Alkalinity, Ammonia, Enterococcus, Heterotrophic Plate Count, Nitrate-Nitrite, Total Kjeldahl Nitrogen, Acute Toxicity, and maintenance of sampling and laboratory equipment.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

- Supervisory techniques to build cooperative, collaborative teams.
- Principles and methods of chemical, microbiological, and toxicological analyses of wastewater and associated sampling procedures.
- Laboratory safety practices and procedures.
- Principles and best practices of laboratory quality assurance and quality control.
- Computer based applications including spreadsheets, word processing, and laboratory information management systems.
- Standard laboratory equipment operation and maintenance.

Ability to:

- Supervise, train, plan, organize, schedule, assign, and evaluate the work of staff.
- Understand and follow oral and written instructions.
- Work with and supervise others, to delegate and accept direction.
- Prepare clear, complete, and technically accurate data summaries, correspondence, and reports.
- Interpret test results, permits, methods, regulations, and accreditation standards.
- Organize and maintain physical and electronic records.

- Walk on uneven surfaces
- Work in inclement weather.
- Communicate with irate or difficult people.
- Accept constructive criticism from superiors, co-workers, and subordinate employees.
- Work overtime, off hours, and be on standby as needed during wet weather.

Education and Experience:

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

A Bachelor's degree in chemistry, biochemistry, biology, microbiology, natural or physical science, or environmental, sanitary, or chemical engineering and three (3) years of experience in the analysis of chemical, biological, or microbiological samples in an environmental laboratory.

Licenses and Certifications:

Must possess a current Grade II or higher Laboratory Analyst certificate issued by the California Water Environment Association (CWEA) at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Laboratory Supervisor Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Primarily works indoors in climate-controlled office setting. May work outdoors in all weather conditions. Employees work in a laboratory setting and may be exposed to potentially toxic chemicals and conditions. When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This position generates laboratory results and prepares reports; these activities require observing or monitoring data to comply with operating and safety standards. Data is entered and retrieved by keyboard. The work involves alternately standing or sitting for extended periods of time with the ability to move at will. Field activities occasionally require the incumbent to walk over uneven ground and to climb up and down ladders and stairs.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.