



### General Summary of Classification:

Performs complex chemical laboratory testing and analysis; supervises and trains lab staff; serves as a subject matter expert and provides technical guidance to department staff; utilizes advanced laboratory techniques and complex analytical instruments to perform the most difficult laboratory tests; monitors testing and ensures all testing is completed, documented and reported in strict accordance with regulated methods and regulatory requirements; performs related duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Receives, records, prepares, tests, analyzes and documents samples; prepares or assists with preparing and maintaining documentation required to satisfy permit and State testing and procedural requirements; utilizes documentation to appropriately respond to complaints and inquiries; prepares reports for departmental, State and other outside uses;
- Accurately calibrates, maintains and operates the full array of laboratory equipment including but not limited to gas chromatograph, atomic absorption spectrophotometer, u.v. spectrophotometer, turbidity meter, conductivity meter, pH meter, and all other laboratory equipment incidental to permit and regulatory testing mandates;
- Assists with managing the laboratory's inventory of chemicals, supplies and equipment;
- Assists the Laboratory Chief with training and overseeing the work of laboratory personnel; ensuring the proper calibration, maintenance and operation of laboratory equipment; auditing completed testing, documentation and reporting for accuracy and compliance; establishing and updating procedures for proper sampling and testing to ensure adherence to all regulatory requirements; ensuring subordinate lab staff strictly adhere to all protocols;
- Maintains and up-to-date comprehensive knowledge of the latest techniques and equipment and regulatory requirements for testing water, sewage, and other types of department and plant specific samples;
- Performs other duties as assigned.

### Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of principles, practices and techniques of chemistry and microbiology applicable to assigned laboratory duties and necessary for the treatment plant to maintain mandatory permit and certification requirements; extensive working knowledge of and demonstrated proficiency in the calibration, operation and maintenance of complex equipment used in a water quality laboratory; demonstrated ability to accurately analyze, evaluate and make sound viable recommendations concerning laboratory tests and findings; ability to prepare moderately complex reports; ability effectively supervise and train subordinate laboratory personnel.
- **Technical:** Sound computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and other applications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with a diverse array of internal and external stakeholders; ability to use non-technical language to accurately explain the testing process and results to non-technical stakeholders and the general public when responding to issues and questions.
- **Decision-making, and Authority:** Strictly follows and adheres to complex instructions, policies, and data, including state and federal regulations; makes sound decisions independently, appropriately involves supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately, in a timely manner and within established deadlines; assists staff with resolving issues.
- **Leadership:** Supervisory. Provides training and guidance to laboratory staff; assigns, supervises and audits the work of lab staff; plans, organizes, and conducts meetings and training sessions.
- **Environment:** Works indoors; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties indoors and at various other duty-related locations as needed.

### Minimum Education and Experience:

**Education:** Four (4) year degree in chemistry, biology or other relevant field;

**Experience:** Four (4) years of experience in a certified laboratory, preferably including some supervisory experience;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

### Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.