

**POSITION DESCRIPTION
CITY OF ANDERSON, INDIANA**

POSITION: Laboratory Supervisor and Quality Control Officer
DEPARTMENT: Water Pollution Control

STATUS: Full-time
FLSA STATUS: Non-exempt

Salary – Max 77,839.00

Apply – cityofanderson.com

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Anderson provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodations would cause an undue hardship.

Incumbent serves as Laboratory Supervisor and Quality Control Officer, responsible for supervising and overseeing daily operations of the laboratory and ensuring quality control.

DUTIES:

Supervises and oversees the daily activities of laboratory personnel, including scheduling vacations, weekends, and holidays, making work assignments, evaluating performance, and recommending and administering disciplinary actions.

Reviews daily laboratory personnel testing procedures and chemical analysis to ensure proper and accurate completion and compliance with quality control and takes corrective action when necessary.

Instructs laboratory personnel in the proper operation and maintenance of laboratory equipment.

Informs the Operations Plan of changes observed in water through laboratory testing.

Develops, maintains, and updates Quality Control/Quality Assurance Program as required by Indiana Department of Environmental Management, including compiling data, and conducting statistical analysis.

Prepares monthly billings of drinking water analysis for plumbers and Water Department.

Oversees and schedules various chemical and bacteriological examinations of wastewater and drinking water, including BOD, suspended and total solids, heavy metals, total and fecal coli form.

Schedules and assigns chemical tests and assists in conducting tests as needed.

Periodically updates laboratory procedures to meet Standard Methods and EPA requirements.

Communicates with various governmental agencies to maintain proper laboratory regulations.

Develops, designs, and updates laboratory bench sheets.

Modifies computer programs to meet laboratory needs.

Maintains inventory of laboratory materials, supplies, and submits requisitions as needed.

Evaluates laboratory equipment for replacement, obtains price quotes and bids from vendors and makes recommendations for equipment purchase to the Superintendent.

Assists with preparation of department budget pertaining to the laboratory.

Responds to emergencies on a 24-hour a day, 7 days a week basis.

Prepares laboratory equipment for sample testing to ensure proper functioning. Makes necessary adjustments or repairs.

Monitors and maintains department stills to assure proper water level and maintenance.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in Biology or Chemistry and relevant experience in environmental science. Certified as a Class IV Wastewater Treatment Operator.

Ability to direct, supervise, schedule, and coordinate the daily activities of the laboratory staff, in order to maintain effective operations and to make prudent decisions regarding water and wastewater testing and treatment based upon standard chemical testing procedures and analytic data.

Thorough knowledge of EPA, IDEM, and NPDES rules and regulations regarding water and wastewater, with the ability to apply such knowledge to identify violations, to detect errors, and to recommend corrective measures to laboratory personnel.

Knowledge of and ability to compile appropriate data, comprehend statistics, and prepare various reports regarding water quality.

Ability to tactfully and effectively communicate with government officials and the general public being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to respond to emergencies on a 24-hour/7 days a week basis.

Ability to legally operate a motor vehicle.

II. DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope and require the consideration of complex variables to adequately determine and ensure water quality. Work is performed according to numerous state and federal requirements and department policies, with independent judgment necessary in the selection of the most pertinent guidelines and in adaptation of standard practices to meet specific cases or situations.

III. RESPONSIBILITY:

Incumbent applies the accepted practices and principles of chemical water quality testing, assuring compliance with federal, state, and local water quality regulations. Incumbent is responsible for the supervision of laboratory operations and selects and establishes approaches and procedures to be followed and ensures proper completion. Unusual problems or substantial deviations may or may not be reviewed by the supervisor. Work is reviewed for overall soundness of judgment and accomplishments.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with Department superiors and subordinate personnel, representatives of other governmental agencies, and members of the general public for a variety of purposes, including coordinating and directing laboratory operations and personnel, accurately reporting water purity tests results and findings, and explanation and interpretation of chemical testing operations.

Incumbent reports directly to the Water Pollution Control Superintendent.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in the field and in a laboratory environment. Incumbent is exposed to numerous infectious water borne bacteria and viral diseases and hazardous chemicals and gases. Considerable physical effort is involved in collecting water samples including driving a motor vehicle, exposed to varying weather conditions, walking across varied terrain, climbing, bending, stooping, reaching, and carrying items weighing in excess of 50 pounds. Laboratory analysis involves monitoring of gauges, measuring,

walking, climbing stairs, bending, stooping, reaching, and carrying items weighing 25-50 pounds.

Safety precautions must be followed and protective gear worn at all times to avoid potential physical harm to self and others.