

**CLASS SPECIFICATION**  
**Laboratory Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and directs the performance of complex chemical, bacteriological and physical analyses of water and wastewater, using sophisticated laboratory instrumentation and technology in the operation of a water quality laboratory; reviews, comments and makes recommendations regarding treatment processes to ensure compliance with federal and state laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are responsible for planning, coordinating and managing all activities and personnel at a large water quality-testing laboratory in either the Water Bureau or Environmental Services Bureau. The work of this class is complex and involves significant accountability for ensuring the assigned bureau's operations are carried out in compliance with federal and state laws and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned laboratory operations division; with subordinates, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial laboratory budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Advises management on water quality-related issues and makes recommendations on water quality regulatory impacts and the resolution of water quality problems.
5. Ensures the laboratory meets all federal and state certification requirements.
6. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations pertaining to water quality, water quality analysis and testing.
7. Prepares special or recurring reports and technical studies; develops recommendations to improve water quality; coordinates work with various divisions and others in making system modifications.
8. Directs laboratory staff in performing quality assurance and quality control programs as mandated by federal and state regulation.
9. Reviews proposed regulations for impacts on the City's water or wastewater operations; recommends changes in programs, processes and operations to comply with new regulatory requirements; provides advice and technical assistance to bureau management regarding water and wastewater treatment processes.
10. Drafts monthly, quarterly, semi-annual and annual reports; provides assistance to consultants and state regulatory agents during on-site inspections and sampling.
11. Oversees the preparation and standardization of laboratory reagents; approves requisitions and directs maintenance of an inventory of laboratory chemicals and supplies; drafts bid specifications for the purchase of laboratory equipment; drafts Requests for Proposals and contract requirements for the conduct of special water quality studies.
12. Communicates directly with bureau customers; works with the public in matters of water quality; recognizes customer complaints and deals with difficult and sensitive issues in a professional and diplomatic manner in order to enhance customer relations.
13. Reviews and ensures accuracy of charges for laboratory services prior to customer billing

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Federal and state regulations applicable to the operations of wastewater treatment plants and potable water systems.
2. Theory, principles, practices and methods used in complex chemical, bacteriological and physical analysis and testing of water.
3. Methods and processes used in water and wastewater treatment.
4. Applicable analytical chemistry, organic chemistry, inorganic chemistry and bacteriological analysis, and chronic and acute toxicity testing.
5. Safe laboratory practices and procedures.
6. Budgeting and purchasing practices and procedures.

7. Principles and practices of effective management and supervision.

**Ability to:**

1. Analyze, evaluate, interpret, explain and apply complex federal and state environmental law and regulations.
2. Use complex laboratory equipment in the analyses of samples.
3. Repair and maintain laboratory equipment.
4. Communicate clearly, accurately and concisely, orally and in writing.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Prepare clear, accurate and concise technical reports on complex water quality issues.
7. Maintain records and files on testing, analysis, quality assurance and control in conformance with regulatory requirements.
8. Establish and maintain effective working relationships with staff and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in analytical chemistry, organic chemistry, biology or a closely related field; and five years of increasingly responsible chemical or biological laboratory experience involving chemical, bacteriological, physical analyses and chronic and acute toxicity testing typically performed in a water quality laboratory; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

Appropriate state-required certification.

OSHA 1910.120 Hazardous Materials Handling & Response Certification.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

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Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2034 LABORATORY MANAGER. Adopted: 02-21-78; Revised: 07-01-90, 07-01-92, 01-17-01

June 2009 - Change Job Class number from 7624 to 30000670, due to system change.