

City of Portland

CLASS SPECIFICATION
LABORATORY MANAGER

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to a Manager, Director, or other management- or executive-level position. Under general direction, manages a laboratory in assigned Bureau/Office.

Responsibilities include: overseeing all activities and functions of a laboratory; managing laboratory staff; providing technical management of the laboratory; providing requirements and descriptions of laboratory analysis to be accomplished; overseeing and managing the planning, implementation, monitoring, and reporting of water storage, supply, and treatment programs and activities; determining methods and standards of acceptable sample testing and evaluation; ensuring lab samples are evaluated based on requisite ordinances, laws, and regulations; ensuring laboratory program implementation achieves the goals and mission of the organizational unit.

DISTINGUISHING CHARACTERISTICS

Laboratory Manager is the management-level classification within a laboratory.

Laboratory Manager is distinguished from Laboratory Supervisor in that the former is responsible for managing all laboratory operations, as well as developing and implementing policies and procedures to ensure that all laboratory services provided are consistent with overall goals of the Bureau/Office.

Laboratory Manager is distinguished from the Manager series in that the former is responsible for managing laboratory staff and functions, and requires specialized training, education, and/or experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties, as assigned.

General Duties:

1. Manage laboratory functions, including collection and analysis of samples including water, biosolids, sediments, soil, and hazardous waste; evaluation and maintenance of laboratory equipment; provide ongoing analysis and recommendations on changes in laboratory program and operations.
2. Ensure compliance with state environmental guidance, standards, and all state and federal accreditation requirements.
3. Administer the laboratory's quality assurance, quality control, and safety programs.
4. Serve as a technical resource for Bureau/Office and City customers for appropriate analytical procedures, detection limits, and turnaround times.
5. Lead the preparation of strategic plans and annual work plans; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with Bureau/Office plans, budgets, and polices; perform various specialized financial, revenue, budgetary, and management studies and analyses.
6. Direct budget development and administration, including forecasting resources needed for staffing, equipment, materials, and supplies; manage organizational unit budgets, including

payroll and operating; monitor budget to actual revenues and expenditures, and suggest mid-year or other adjustments; develop and conduct cost/benefit and resource requirement analyses of the budget.

7. Develop and establish performance requirements and personal development targets for staff; regularly monitor performance; provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
8. Provide coaching and instruction related to lab technologies and processes to staff and outside lab personnel.
9. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
10. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on laboratory and to ensure compliance.
11. Accept, review, and investigate issues with laboratory policies, including participating in, overseeing, and approving policy updates or changes.
12. Manage and direct the development, implementation, and evaluation of laboratory work standards, programs, plans, processes, systems, and procedures; conduct analysis of laboratory programs and services to identify and formulate improvements and efficiencies; initiate changes to code, policy, and regulations related to the laboratory.
13. Work with staff to implement laboratory improvements and efficiencies identified through working groups with Managers, Directors, and other high-level management.
14. Develop requests for proposals; review proposals and select consultants; manage outside lab contracts; manage budgets.
15. Obtain and maintain state accreditation for laboratory analysis; establish a quality control system compliant with the National Environmental Laboratory Accreditation Conference (NELAC) institute standards.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction and oversight by a Manager, Director, or other management- executive-level position. This classification has moderate discretion in laboratory operations and personnel management and oversight.

Directly supervises a minimum of four (4) employees. May indirectly supervise staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of accreditations, rules, and regulations governing a large watershed, wastewater, storm water, water treatment, transmission, and water quality laboratory.
2. Thorough knowledge of quality assurance and quality control practices for a wide range of laboratory analyses.
3. Thorough knowledge of principles, practices, and standards related to managing and operating a laboratory.
4. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration, and fields related to the mission and purpose of the Bureau/Office.
5. Knowledge of principles of management, supervision, training, and performance evaluation.
6. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to correctly analyze, interpret, explain, and apply them.

7. Ability to convey highly technical information related to laboratory analyses to staff and outside laboratory personnel.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in chemistry, microbiology, or related field;

AND

Experience: Five (5) years of experience in a water laboratory or environmental management, or a related field, within a complex regulatory environment, including three (3) years in a supervisory role.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field, such as Occupational Safety and Health Administration 1910.120 Hazardous Materials Handling & Response Certification, may be required for certain positions.

Qualifications for Technical Director as described by the U.S. Environmental Protection Agency (USEPA) in the Manual for the Certification of Laboratories Analyzing Drinking Water and in the National Environmental Laboratory Accreditation Conference Institute (NELAC) standard section 5.2.6.1.

Preferred Qualifications:

Advanced degree in analytical chemistry, organic chemistry, or closely related field from an accredited college or university for certain positions.

A valid state driver's license for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: