

City of Portland

CLASS SPECIFICATION
LABORATORY SUPERVISOR

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Laboratory Manager. Under general direction, responsible for reviewing, supervising, and evaluating the work and activities of assigned staff within a laboratory.

Responsibilities include: supervising and coordinating activities of subordinate staff; verifying laboratory analysis; verifying all laboratory analyses meet the required quality assurance and regulatory criteria; ensuring staff conform to standards and procedures; performing the processing of laboratory analyses as necessary.

DISTINGUISHING CHARACTERISTICS

Laboratory Supervisor is the supervisory classification within a laboratory.

Laboratory Supervisor is distinguished from Laboratory Coordinator in that the former is responsible for reviewing the work of, training, and supervising laboratory staff.

Laboratory Supervisor is distinguished from Laboratory Manager in that the latter 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 Supervisor is distinguished from the Supervisor series in that the former is responsible for providing specialized laboratory support in addition to supervising laboratory staff.

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. Recruit, hire, schedule, and supervise assigned organizational unit staff, including volunteers, regular staff, other supervisors, and casual/seasonal employees.
2. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Provide ongoing assistance, direction, and leadership; create a positive and supportive work environment; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
4. Create standard practices, policies, and procedures for day-to-day operations of laboratory, program, project, and tasks; establish goals and direction and communicate expectations to staff.
5. Develop requests for proposals; review proposals and select consultants; manage outside lab contracts; manage budgets.
6. Obtain and maintain state accreditation for laboratory analysis; establish a quality control system compliant with the National Environmental Laboratory Accreditation Conference (NELAC) institute standards.

7. Supervise and conduct a range of laboratory analyses; train staff on quality assurance procedures; review and validate compliance data.
8. Provide technical expertise and advice on microbiological topics.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Serve as the Principal Analyst for Cryptosporidium and Giardia analysis as defined by the Environmental Protection Agency and state certification programs; may conduct all steps of EPA Method 1623/1623.1 including filtration, elution, concentration, immunomagnetic separation, and identification and enumeration by FA/DAPI/DIC microscopy.
2. Conduct technical investigations and lead research on Cryptosporidium methodology, both through experimentation within the lab and through literature review and collaboration with industry leaders and other utilities; design and lead experimental trials.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction established by a Laboratory Manager.

Directly supervises a minimum of four (4) employees, including laboratory personnel.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of quality assurance and quality control practices for a wide range of laboratory analyses.
2. Thorough knowledge of principles, practices, and standards related to managing and operating a laboratory.
3. Knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration.
4. Knowledge of principles of management, supervision, training, and performance evaluation.
5. Ability to analyze, evaluate, interpret, explain and apply complex federal and state environmental law and regulations as they apply to laboratory practices and reporting.
6. Ability to use, maintain, and troubleshoot complex laboratory equipment, including microscopes, in the analyses of samples.
7. Ability to apply scientific principles towards experimental trials, and obtaining and interpreting results.
8. Ability to use and apply chemical and microbiological analyses and specialized microscopy techniques.
9. Ability to develop and write standard operating procedures compliant with accreditation requirements.
10. Ability to communicate clearly, accurately, and concisely, both verbally and in writing.
11. Ability to organize, set priorities, and exercise sound independent judgment within areas of responsibility.
12. Ability to maintain records and files on testing, analysis, quality assurance and control in conformance with regulatory requirements.
13. 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.
14. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
15. 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 increasingly responsible laboratory experience involving microbiological analysis typically performed in a laboratory.

Special Requirements and/or Qualifications:

EPA Principal Analyst credentials for Cryptosporidium or obtain credentials within one (1) year of hire for certain positions.

Qualify as the technical manager for microbiology according to the TNI standard 4.1.7.2.

Valid state driver’s license for certain positions.

Preferred Qualifications:

None.

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: