WATER FACILITIES LABORATORY MANAGER

Department: **Department of Public Works**
Division: **Water Facilities**
Appointing Authority: **DPW Director**

Grade: **S4**
Revision Date: 11/19
Bargaining Unit: **S**

Definition:

Performs skilled, technical, and responsible work in the operation and maintenance of a chemical and bacteriological laboratory for a large Water Pollution Control Plant (WPCP), Water Supply & Treatment Facilities (WS&T), and water/wastewater pumping stations; also performs water related analyses for the Board of Health; all other work that is logical to the position.

Supervision:

Reports to the WPCF Superintendent or designee, and works collaboratively with associative personnel.

No supervisory duties.

Works independently with minimal direct supervision.

Environment:

Work is done under typical laboratory conditions indoors at the WPCP with occasional outdoor field sampling required. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including sewage, chemicals, substances, powders or fluids requiring adherence to safety, usage, testing and service protocols.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting.

Work requires contact with employees in answering questions or solving problems; and, has contact with the general public when responding to questions in person or on the telephone.

Work includes non-physical environment aspects wherein errors in judgment and performance may cause or result in damage to or loss of information, serious public health and environmental consequences, delay in or loss of services, possible monetary loss or adverse legal consequences, or negatively impact employee morale by creating confusion and delay.

Work errors in the operation of or interpretation of data/instrumentation, or unauthorized changes in process control, may result in legal or financial repercussions, cause damage to equipment or facilities, cause personal injury or injury to colleagues or danger to public health and safety; or could result in Commonwealth of Massachusetts and Environmental Protection Agency actions relative to compliance with permit to discharge.

Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Coordinates, schedules, tracks and reports all analytical data associated with the operation of facilities and in compliance with State and Federal requirements. Prepares monthly reports, analyzes data and performs other administrative responsibilities.

Performs chemical and bacteriological analyses on potable water, wastewater, sludge, rivers, pools, and other source sites or sources as assigned. Prepares chemical and bacteriological reagents and medias. Cleans, calibrates and performs basic maintenance on laboratory equipment. Responsible for daily operation of the laboratory, ordering of supplies, cleanliness of laboratory, quality control and data entry; maintains sophisticated databases, quality control records and analyzes test results, trends and patterns. Makes recommendations to the WPCF Superintendent for purchase of laboratory equipment and services.

Performs any combination of routine and skilled laboratory tasks. Collects samples within the wastewater treatment plant, sewage collection system, water distribution system, and rivers, as required.

When maintaining Laboratory Certification status pursuant to 310 CMR 42.00 Department of Environmental Protection; responsible for quality control, performance analyses, and laboratory maintenance to comply with Federal wastewater permit requirements.

Responds to public inquiries by phone or in person.

Minimum Qualifications:

Education and Experience: Bachelors of Science Degree in Environmental Science, Chemistry, Biology, or related field, with a minimum of 4 credits in microbiology and 3 to 5 years of relevant experience Or any combination of education and experience that provides the required knowledge and skills enabling performance of all aspects of the position is qualifying.When maintaining lab certification status, a minimum of three (3) years of laboratory experience in an environmental analysis laboratory including a minimum of one year experience in laboratory methods for which the laboratory is certified maintaining compliance with 310 CMR 42.00.

Knowledge, Ability and Skill:

Thorough knowledge of laboratory terminology, practices, procedures, technique and equipment requiring knowledge of fundamental chemical and bacteriological principles; accuracy with numbers, calculations and recording of data and record keeping including arithmetic and algebraic calculations in standard practical applications.

Must demonstrate a high level of time management skills and concentration requiring visual and mental attention. Ability to communicate effectively orally and in writing, provide pleasant telephone customer service to the general public; ability to establish and maintain effective working relationships. Must perform all aspects of job

responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a

windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Physical Requirements: Ability to operate a variety of laboratory equipment including pH meters, turbidimeters, colorimeters, microscopes, incubators, autoclaves, calculators and computers; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a degree of manual dexterity.

Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting.

Special Requirements: Must possess a Grade 4M or greater license from the Massachusetts Board of Certification of Operators of Wastewater Treatment Facilities. Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver's license to drive self to field sites. Must have an acceptable driving record and be insurable under City's policy.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

12/13/19
Date

Revision History: Initial 6/07; 7/08, 4/16, 11/19

Department Head

Mayor

[SSEA Review CM]