

Title: Laboratory Supervisor
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2120; Hourly position; Category: Classified; Job Code: WOPF; Rev.:07/01/2021

General Description

The purpose of this position is to schedule and supervise the work of the laboratory staff, monitors laboratory tests to ensure compliance with Department of Natural Resources & Environmental Control and federal EPA regulations and to research and conduct more complex testing.

This position works independently, under limited supervision by the Operations Supervisor and Plant Superintendent, reporting major activities through regular communications.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Monitors and reviews calculations and data completeness. Enter data into spreadsheets.
- Collects wastewater samples and performs chemical and biological tests for process control and regulatory purposes.
- Participates in annual EPA DMR-QA study program requesting and testing QC samples and submits data to State.
- Prepares annual quality assurance report for submittal to State as required by NPDES permit.
- Performs analytical (chemistry, microbiology, etc.) tests that are more complex and require sophisticated methods and instrumentation.
- Interprets analytic data.
- Assigns quality control testing on a regular basis to ensure calibration of equipment and standards.
- Reviews test results and calculations of personnel for completeness and accuracy.
- Assists in budget preparation process for laboratory.
- Maintains an inventory of testing substances and supplies.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires Bachelor's degree in chemistry, environmental science, biological sciences, or closely related major supplemented by five (5) years of progressively responsible laboratory experience in complex utility systems or plant operations or equivalent combination of education, training, and experience.

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Additional Requirements:

Good working knowledge of the principles, practices, and methods set forth in, "Standard Methods For The Examination of Water and Wastewater"; adequate knowledge of chemistry, mathematics, microbiology, and physics as required for Wastewater Treatment; ability to perform laboratory tests and prepare accurate reports of test results; knowledge of GC (Gas Chromatography) and AA (Atomic Adsorption) as it relates to soil and water analyses; ability to establish and maintain effective working relationship with staff, coworkers and supervisors; good knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Possession and retention of a valid Level III Wastewater Operator license issued by the State of Delaware.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.