

MANAGER OF LABORATORY SERVICES

NATURE OF WORK

This is professional supervisory work directing and coordinating the operation of an environmental water testing facility.

Work involves responsibility for directing and coordinating a professional staff of chemists, biologists and environmental technicians in the safe and efficient operation of an environmental water testing facility. Work includes responsibility for providing accurate interpretation of research and control testing data necessary for determining intelligent solutions to water quality problems. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies, rules and regulations. Supervision is received from an administrative superior with work being reviewed through conferences, reports and results achieved. Supervision is exercised over professional and paraprofessional employees.

EXAMPLES OF WORK PERFORMED

Establishes the standards necessary for providing quality chemical, bacteriological, biological and physical testing.

Reviews requests for laboratory services required for research and development projects in order to determine staffing and laboratory equipment requirements.

Establishes laboratory priorities and resolves priority conflicts; develops and utilizes computer programs; presents reports on laboratory analytical findings.

Prepares written specifications when purchasing equipment or initiating sampling and testing contracts with other labs.

Prepares budget for laboratory services; approves expenditures for laboratory services.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles of chemistry, bacteriology and biology as related to the methods, procedures and instrumentation used in the analysis of environmental water samples.

Considerable knowledge of the principles of environmental law and enforceable regulations of various federal, state and local agencies.

Knowledge of the principles of sanitary engineering as applied to environmental questions.

Ability to plan, lay out, direct and coordinate the activities of professional and paraprofessional laboratory employees.

Ability to analyze, interpret and apply the analytical results from laboratory testing and projects.

Ability to prepare technical documents and reports with a high degree of literary quality and accuracy.

Ability to establish and maintain effective working relationships with coworkers, representatives of other organizations and the general public.

Ability to develop and utilize computer programs.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in chemistry, biology, limnology, or related field and two years of experience directing the activities of an environmental testing laboratory; or any equivalent combination of training or experience that provides the desirable knowledge, abilities and skills.

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