



JOB TITLE: Laboratory Supervisor
DEPARTMENT: Treatment Operations
REPORTS TO: Treatment Operations Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is responsible for performing and/or supervising the performance of experienced professional work in the chemical and microbiological analyses of wastewater and reclaimed water at the wastewater treatment plant, advanced water treatment facility, as well as ASR and monitor wells. Analyses are performed to show compliance with regulatory requirements and verify the efficiency of the treatment process. Incumbent is responsible for supervising professional staff in day-to-day laboratory operations and determining needed changes to treatment process operations to adjust efficiency. This position works under the general supervision of the Treatment Plant Operations Manager but is carried out with a high degree of independent judgment in accomplishing the work. This is a District safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Determines and updates the methods and procedures used in the examination of wastewater and reclaimed water samples. Prepares standard operating procedures (SOP's).
- Develops, implements, and updates laboratory policies and is responsible for enforcement.
- Performs or directs the collection of wastewater and reclaimed water samples at treatment plants and well sites.
- Supervises the work of plant operations personnel and laboratory analyst involved in the collecting and testing of samples.
- Performs physical, chemical, and microbiological tests of wastewater and reclaimed water using instruments, apparatus, and laboratory procedures.
- Confers with the Treatment Operations Manager for recommended process adjustments to ensure treatment compliance with environmental permits and for operational efficiencies.
- Oversees work of others.
- Responsible for the calibration, operation, and maintenance of on-line analytical instrumentation.
- Interprets test results and writes analytical reports.
- Coordinates the reporting of analytical test results.
- Maintains records of all laboratory testing.
- Coordinates with Treatment Operations Manager and District Manager the reporting of analytical test results required by permit to the applicable regulatory agencies.
- Maintains data from ASR well operations to produce reports required by Arizona Department of Water Resources (ADWR) and District Manager.
- Assists Treatment Operations Manager with the procurement and coordination of professional services.
- Prepares, administers, and monitors laboratory budget.
- Secures certification for the District's laboratory facilities from the Arizona Department of Health Services and ensures that certification is maintained.
- Acts as quality assurance officer, laboratory safety officer, and chemical hygiene officer.
- Ensures that all District laboratories meet Occupational Safety and Health Administration (OSHA) safety standards.

- Directs and plans through the Treatment Operations Manager, all required WWTP laboratory training sessions and assists professional staff assigned to those duties.
- Demonstrates continuous effort to improve operations, decrease turnaround times and streamline work processes.
- Oversees and/or performs special chemical and microbiological studies, specifically microscopic examination of organisms, to evaluate and improve the wastewater treatment processes.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of District policies and procedures.
- Knowledge of the principles of chemistry and microbiology.
- Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
- Knowledge of the occupational hazards in wastewater treatment plants, their laboratories, and safety measures to be implemented.
- Knowledge of the operation and care of specialized laboratory equipment.
- Skill in laboratory techniques and following and adapting scientific methods and procedures.
- Ability to perform a wide range of laboratory tests for wastewater and reclaimed water.
- Ability to monitor and compare data for the purpose of determining compliance with required operating and safety standards.
- Comprehend and make inferences from written material.
- Ability to communicate both orally and in writing with co-workers and consultants.
- Ability to enter data or information into a PC, workstation terminal, or other keyboard device.
- Competence in utilizing Microsoft Office Products and Laboratory Information Management System (LIMS) for reporting and presentation purposes.
- Ability to utilize SCADA for interpretation of current and past operating conditions and parameters.
- Ability to generate letters and technical reports in the English language. Writing must be concise, clearly organized, and have proper grammar, spelling and punctuation.
- Ability to work safely without endangering self or others.
- Ability to work with wastewater and the chemicals required to perform the laboratory analyses of wastewater and reclaimed water using only normal protective equipment.
- Ability to review the work product of others to ensure conformance with standards.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in a laboratory or office setting, with frequent work done in a plant or field environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to perform microscopic work for extended periods of time.
- Sufficient strength to lift objects up to 30 lbs.

- Sufficient body flexibility, mobility, stamina, and balance to perform sampling tasks which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling samples and sampling equipment, opening manhole or vault lids, and walking over uneven terrain.
- Ability to wear protective equipment as required, such as gloves, eye protection, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, sampling equipment, hand tools, and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in chemistry, microbiology or related field.
- Minimum of five years of professional level experience in performing chemical and microbiological analyses in the public health or chemical laboratory field.
- Minimum of one year of supervisory experience with lab staff.
- Other combinations of experience and education may be considered.
- Preferred: Wastewater Treatment Operator Certification from the Arizona Department of Environmental Quality.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.