

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SUPERVISOR - LABORATORY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise laboratory operations, including field collection and laboratory testing/analysis of water samples from various sources to ensure quality of water and to ensure compliance with federal, state and local standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures, including Laboratory Chemical Hygiene Plan; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures disposal of hazardous waste materials per established procedures; initiates any actions necessary to correct deviations or violations.

Consults with department director or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Plans, organizes, and supervises laboratory operations; reviews analytical work conducted by laboratory staff; evaluates efficiency and effectiveness of laboratory operations, methods, procedures, and use of resources; implements improvements as needed; coordinates laboratory work activities with those of other divisions/departments, contractors, outside agencies, or others as needed.

Prepares and implements laboratory quality assurance plan and quality control guidelines to maintain laboratory certification; maintains written protocols to monitor quality controls; conducts ongoing evaluation of quality control measures; maintains procedures for development of acceptance/rejection criteria; revises/updates quality manual and procedures as needed; prepares all reports required to maintain state laboratory certification; monitors staff adherence to quality assurance and quality control procedures to ensure integrity of samples and test results.

Supervises reporting of test results to regulatory agencies, department management, water treatment plant personnel, or others as appropriate; prepares state groundwater reports, state injection well reports, state effluent analysis reports; ensures timely preparation and submission of mandatory reports to appropriate agencies; informs Department of

Environmental Protection (DEP) of results of main clearance inspections and results of all tests to meet regulatory requirements.

Develops and administers budget for assigned area; prepares cost estimates and justifications for budget requests; monitors expenditures to ensure compliance with approved budget; coordinates purchasing activities for goods and contracted services.

Maintains inventory of laboratory equipment, chemicals, and supply items; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement materials.

Responds to complaints and questions related to division operations and activities; provides information, researches problems/complaints, and initiates problem resolution.

Supervises industrial pre-treatment program for Wastewater Department; reviews business and industrial pretreatment; prepares industrial pretreatment reports; assesses sewer spill sites and prepares sewer spill reports.

Supervises and/or conducts collection of various water samples from production wells, monitoring wells, water treatment facilities, wastewater treatment facilities, local homes/businesses, storage facilities, water main construction sites, or other locations; schedules appointments to collect samples.

Supervises and/or conducts field sampling for main clearance inspections, monthly compliance, monthly fluoride, customer complaints, well surveys, heterotrophic plate count, distribution rechecks, and injection wells; collects THM, lead, and copper test samples; maintains chain of custody of samples to ensure integrity of test results.

Supervises preparation of microbiological media and reagents; prepares media and sets up for heterotrophic plate count, membrane filtration analysis, and multiple tube fermentation; maintains quality control of media, dilution/rinse water, coliform confirmation, Millipore filters, petri dishes, thio-bags, and autoclaves.

Supervises and performs laboratory analysis of microbiological and chemical components; performs daily process control and chemical analysis; conducts total coliform testing for compliance, main clearance, well surveys, customer complaints, and distribution recheck; performs multiple chemical analyses on injection well samples; analyzes chemical parameters for compliance, process control, injection well program, and dead-end testing.

Supervises and performs standard chemical and bacteriological examinations to analyze samples as required by environmental agencies, department procedures, and standard laboratory procedures for various parameters; conducts testing to identify levels of alkalinity, ammonia, chloride, chlorine, conductivity, copper, fecal coliform, heterotrophic plate count, iron, lead, nitrate, pH, sulfate, total dissolved solids (TDS), total suspended solids (TSS), total phosphorus, or other analytes.

Supervises and assists with maintenance of logs, charts, computer records, and other records of sampling activities, laboratory analysis, testing results, or other activities in compliance with regulatory reporting requirements and laboratory certifications on quality control, quality assurance, and laboratory procedures; monitors and logs temperatures of refrigerators, incubators, and water baths; monitors and records data for corrosion meter.

Calculates and records results of tests; compares results against standards.

Supervises and assists with operation of a variety of machinery, equipment and tools associated with laboratory operations, which may include a laboratory truck, microscope, comparator, scale/balance, nanopure water system, dionized water system, autoclave, oven, magnetic stir plate, hot plate, incubator, laboratory refrigerator, spectrophotometer, ammonia meter, fluoride meter, pH meter, colony counter, autoanalyzer, titration burette, desiccator, propane torch, alcohol burner, vacuum pump, laboratory paraphernalia, laboratory glassware, medias, testing materials, hand tools, or two-way radio.

Supervises general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, refueling vehicles, calibrating laboratory equipment, washing/cleaning laboratory paraphernalia, sterilizing/decontaminating glassware, performing basic repair of laboratory equipment, cleaning laboratory truck, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Performs administrative tasks; coordinates staff training and certification activities; produces billing statements for work performed; reviews/approves time sheets; reviews invoices, researches discrepancies, and forwards for payment.

Prepares or completes various forms, reports, correspondence, performance evaluations, payroll documents, budget documents, purchase orders, regulatory reports, production reports, statistical analysis, pretreatment surveys, laboratory reports, chain of custody records, log books, daily/monthly reports, event forms, bench worksheets, data sheets, bacteriological analysis forms, work orders, inventory records, graphs, or other documents.

Receives various forms, reports, correspondence, log books, time sheets, job applications, purchase requisitions, budget reports, regulatory reports, proficiency reports, calibration curves, quality control graphs, chain of custody forms, laboratory reports, data sheets, compliance lists, main clearance schedules, invoices, packing slips, engineering plans, site plans, street maps, standard methods, textbooks, material safety data sheets, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics, presentation, e-mail, Internet, or other computer programs.

Communicates with supervisor, County officials, employees, other departments, regulatory agencies, customers, contractors, local businesses, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable regulations, standards, and guidelines; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, typing documents, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in Chemistry, Biology, Environmental Science, Physical Science, or closely related field; supplemented by five (5) years previous of experience and/or training that includes environmental analysis, water/wastewater utility operations, state-certified laboratory operations, laboratory analysis, field sampling, chemistry, and basic supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid State of Florida Class C Water or Wastewater Treatment Plant Operator License. Must possess and maintain a valid Florida driver's license. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, fumes, hazardous

materials, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.