

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 574**

**LABORATORY MANAGER**

**GENERAL**

Professional, supervisory and administrative position responsible for overseeing the activities of the Water/Wastewater Plant Laboratory and its programs. This position is also responsible for drinking water quality, wastewater effluent quality, and monitors and reports scheduling and testing parameters. This position oversees laboratory safety and the laboratory's adherence to established quality system procedures as outlined in the laboratory quality manual. The incumbent exercises independent judgment in developing and carrying out the centralized laboratory program.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plans, organizes, directs and participates in work for centralized laboratory operations.
- Supervises and directs the central sample control program to ensure that regulatory agency guidelines are followed.
- Maintains computerized logging system in order to facilitate ready access to information on sample status, to sort all samples requiring particular tests, and to facilitate data manipulation in quality assurance procedures and data management.
- Performs and reviews all phases of chemical, physical and biological analysis; reviews all daily analysis results; and maintains laboratory instruments and equipment.
- Assigns work to subordinate laboratory personnel, trains and advises subordinates, develops laboratory procedures and techniques, and conducts special research projects and studies.
- Prepares laboratory budget, justifies and monitors operating and capital improvement expenditures to ensure adherence to budget and recommends additional appropriations and/or fund transfers, as necessary.
- Supervises and instructs laboratory personnel in the proper performance of required laboratory procedures and techniques, safe operation of all analytical instruments, and safe handling of chemicals and gases.
- Completes and submits reports to state, county, and federal agencies for all laboratory related issues including monitoring wells, injection well, distribution systems, reuse water plant, sewage collection system, water plant, potable water wells, and all other issues related to the environmental laboratory.
- Anticipates and forecasts issues to be addressed and takes appropriate action in a timely manner.
- Files weekly summary reports of the status and performance of each area of responsibility to the Administrator.
- Directs and monitors field personnel in the collection of samples and the quality control and quality assurance of potable and reuse water distribution.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of NELAC standards and other best practices that may be adopted within the industry.
- Knowledge of the principles, practices and techniques of modern laboratory practices and procedures as applied to water and wastewater treatment.
- Knowledge of governmental laws, rules and regulations relating to water quality, wastewater effluent

quality, and bacteriological and industrial pretreatment sampling.

- Knowledge of the safe operation and maintenance of laboratory equipment and analytical instrumentation.
- Knowledge of laboratory techniques and the ability to follow, adapt, develop and perform scientific methods and procedures.
- Knowledge of modern office practices and procedures.
- Ability to supervise and appraise the performance of subordinate personnel.
- Ability to prepare clear and concise technical reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduate of an accredited college or university with a Bachelor's degree in environmental science or chemistry. Master's degree preferred. Considerable science experience in environmental quality control laboratory, preferably in water and wastewater treatment and/or solid waste processing, one (1) year of which must have been in a supervisory capacity.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate license and an acceptable driving record.

**Rev.** 10/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 29/50

**Location:** Water Treatment Department

**GERS:** Regular Class