Job Description

Job Title:	Wastewater Laboratory Supervisor	Classification:	Classified
Department:	Public Works	Grade:	300
Occupational Group:	Laboratory	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees operation and testing of wastewater treatment laboratory; performs a variety of laboratory tests to ensure compliance with applicable State and Federal laws, rules, and regulations.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Conducts and supervises laboratory tests to monitor and identify types and amounts of solids, bacteria, nutrients, various chemicals/metals, and related organic/inorganic materials in effluent at various stages of treatment including final discharge; tests and/or calibrates laboratory equipment to ensure accurate and consistent test results.
2. Verifies test results, logs data, and maintains test records. Prepares required Federal and State wastewater treatment related compliance reports; ensures appropriate recordkeeping of reports and data.
3. Supervises and performs calibration of equipment; enters data on daily sheets; conducts testing of wastewater samples and reagent preparation.
4. Resolves day-to-day questions/problems from subordinate staff regarding appropriate equipment, materials, methods, and procedures to be used in conducting and analyzing tests of wastewater influent/effluent.
5. Trains new or less experienced workers in procedures/techniques for performing a variety of laboratory tests used to monitor and identify kinds and amounts of solids, bacteria, nutrients, various chemicals, and related organic/inorganic materials in influent/effluent at various stages of treatment.
6. Prepares a variety of reagents and culture media to facilitate wastewater testing; ensures accurate and consistent test results; maintains inventory of supplies/materials needed, ordering additional supplies as needed.
7. Answers questions from the public regarding wastewater treatment laboratory procedures and activities.
8. Supervises employees and provides regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
9. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
10. Participates in hiring and promotional processes for the lab by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

11. Develops and manages the laboratory's annual budget and serves as the subject matter expert for the laboratory's budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
12. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Sets schedules for industrial testing for laboratory staff. Supervises staff and coordinates staff leave and payroll issues.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Standard laboratory tests conducted to monitor and identify kinds and amounts of solids and/or bacteria in treated effluent; general principles and practices of wastewater treatment; State and Federal regulations, standards, and criteria regarding discharge of effluent; State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations; State and Federal recordkeeping and reporting requirements for wastewater treatment plant operations; principles and practices of employee supervision and training; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other staff and the public; conducting variety of laboratory tests related to wastewater treatment plant operations; maintaining standard laboratory equipment including preparing solutions/media, checking and calibrating equipment, and operating sterilization equipment; organizing and multitasking in a laboratory setting; managing the day-to-day operations of a wastewater treatment laboratory; following complex oral and written instructions, procedures, and guidelines; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Biology, Chemistry, or related discipline.

Experience: Four years full-time laboratory analysis work preferably in a wastewater or water analysis environment.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Possess and maintain a Missouri Class D Wastewater Operator's Certificate and a Missouri Class C Analyst License within one year of appointment.

Physical Demands Requirements and Working Conditions

This position works primarily in an indoor laboratory with significant standing and sitting in the work area. Finger dexterity is needed to access, enter, and retrieve data, to operate standard office equipment, calibrate and calibrate instruments; prepare filters, reagents, and uses clearing solutions safely; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the

telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an indoor environment with limited noise levels, controlled temperature conditions, and no direct daily exposure to the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	