



# MARIN MUNICIPAL WATER DISTRICT

## Water Quality Laboratory Manager

### **DEFINITION**

Under general direction, plans, schedules, and supervises a work unit and performs difficult laboratory procedures related to the analyses of water; conducts studies, analyzes data and prepares reports on a wide variety of water quality issues; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a working supervisor class in the Chemist series. Incumbents in this class are responsible for direction and supervision of a work unit. They have responsibility for more complex laboratory procedures, interpretation and application of federal and state water quality regulations, and writing of comprehensive reports and documentation for governmental agencies. Incumbents must possess good oral and written communication skills.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Plans, assigns, supervises and reviews the work of water quality laboratory and field personnel;
- provides technical support to water treatment and engineering staff;
- develops and maintains water quality monitoring programs to meet drinking water regulations and engineering needs;
- prepares and submits water quality reports, correspondence, and statistical data to the State Department of Health, other governmental agencies, and the public;
- interprets complex federal and state regulations and develops procedures to comply;
- assures and maintains laboratory accreditation by proper quality control of laboratory analyses and instrumentation;
- performs the more complex microbiological, chemical, and physical analyses of water;
- prepares and monitors Section budget;
- responds to consumer concerns and requests for information;
- maintains laboratory equipment and purchases new equipment;
- maintains records of analyses to meet drinking water standards;
- trains and evaluates the work of subordinates;
- ensures that safe working conditions are maintained.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles of chemistry, biology, zoology and related sciences;
- principles and practices of effective supervision and training;
- Marin Municipal Water District;
- State and federal health codes and regulations;

- principles and methods of chemical, biochemical and bacteriological testing and analyses;
- chemicals and equipment used in water treatment and laboratory analyses;
- chemical and bacteriological characteristics of water, macro organisms and micro-organisms common to water;
- safety practices, procedures, and regulations pertaining to laboratory work and proper use of complex equipment;
- proper spelling, grammar, punctuation, and writing practices.

Ability to:

- Conduct a variety of chemical, biochemical, physical and bacteriological tests;
- use laboratory equipment and materials skillfully and safely;
- draw sound conclusions from laboratory analyses and, as necessary, make appropriate recommendations regarding treatment plant operations and water quality;
- plan, direct, and evaluate the work of others;
- interpret complex governmental regulations and develop procedures to comply;
- deal effectively with those contacted in the course of work;
- prepare clear and concise records, reports, and correspondence;
- depending upon job assignment, drive a vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in chemistry, bacteriology, sanitary engineering, or other closely-related field; and
- five years of increasingly-responsible work experience, at least two of which must be in a supervisory capacity.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

### **LICENSES AND/OR CERTIFICATIONS**

- Depending upon job assignment; possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- possession of a AWWA Water Quality Analyst Grade IV Certificate (may be obtained within first 12 months of employment).

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee

frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

#### **OTHER PHYSICAL DEMANDS**

- Exposure to potentially hazardous materials, laboratory chemicals, solvents, microbiological pathogens, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: April 1994  
Revised: October 2008  
Approved by: Human Resources Manager