

## **CLASS TITLE: QUALITY ASSURANCE LABORATORY MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for the administration and operation of a centralized Public Works Laboratory, serving water, wastewater, industrial pre-treatment, and environmental monitoring programs; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages and coordinates a centralized Public Works Laboratory staffed with professional and technical personnel engaged in complex chemical analysis of water, wastewater, stormwater, streams, rivers, and lakes
- Maintains liaison with ODEQ and EPA ensuring Laboratory operations comply with applicable federal, state, and local regulations, as well as City and department policies
- Evaluates current laboratory operations and recommends and establishes cost effective and competitive laboratory operations
- Provides direction for staff training and safety programs
- Ensures the provision of timely quality services to the water, wastewater, industrial pre-treatment, environmental, and other Public Works programs and personnel
- Manages computer data management system for generation of information and reports to other City departments
- Directs the preparation and administers the annual budget for the Public Works laboratory, including any specifications for equipment and material needs
- Manages projects as requested
- Provides state of the art technical capabilities to ensure implementation of effective operational policies
- Must report to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, chemical engineering, environmental science or a closely related field, and seven (7) years of progressively responsible experience in water or wastewater laboratory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, equipment, and technology of a water, wastewater, or environmental laboratory; considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of chemical testing equipment; and considerable knowledge of federal, state, and local regulations pertaining to government water quality standards, Clean Water Act, or sludge management. Ability to plan, evaluate, and supervise the operations of a centralized laboratory providing technical research and investigations related to water quality, wastewater treatment and the environment; ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and valid applicable Water, Wastewater, or Laboratory Certification Licenses as issued by the Department of Environmental Quality (DEQ).

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 1146**

**EEO Code: E-01**

**Pay Code: ST-55**

**Group: Cultural, Legal, and Sciences**

**Series: Sciences**

**Effective date: June 20, 2012**