Laboratory Manager

Category: Exempt
Pay Grade: E26
Job Code: 17476

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs professional, scientific, and administrative work managing laboratory operations involving chemical, bacteriological, biological, physical examinations, and quality assurance to ensure that all activities of the County’s Utilities Laboratory Department meet regulatory and certification requirements and valid client requirements; exercises a high degree of judgment, skill, and initiative in making independent work decisions and is held responsible for the proper performance of the assigned technical activities of the division.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Plans, organizes, directs, and manages the operation of a Laboratory division to ensure that the County’s potable water supply, wastewater treatment and disposal, and reuse are in full compliance with local, state, and federal regulations;
- Prepares the annual budget for a laboratory division, including selecting and requisitioning equipment used in laboratory and monitoring programs;
- Interviews, selects, and develops personnel for laboratory analyses and computer data management, prepares employee evaluations, and handles disciplinary matters;
- Interprets laboratory data for County, state, and federal officials, judges, and/or attorneys;
- Develops, modifies, and maintains procedures required by the Safe Drinking Water Act to obtain State laboratory certification;
- Establishes, evaluates, and prepares quality control procedures in cooperation with the State of Florida, Department of Environmental Regulation as a participant in the U.S. Environmental Protection Agency Program for Quality Assurance;
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications, and cost estimates for the division;
- Acts as project manager for analytical evaluation for various deep well injection, groundwater and surface water programs, and industrial monitoring studies throughout the County including liaison with regulatory agencies and both internal and external clients;
- Attends meeting representing the Utilities Lab Department;
- May assist superiors in data acquisition for various reports;
- May assume responsibilities of the Utilities Lab Director during absences;
- Performs other related job duties as assigned.
QUALIFICATIONS

Education and Experience:
Eight (8) years of experience in laboratory analysis and project management which has included two (2) years of experience at an administrative or supervisory level; or a Bachelor’s degree in chemistry, bacteriology, hydrogeology, or a related discipline and four (4) years of experience in laboratory analysis and project management which has included two (2) years of experience at an administrative or supervisory level; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge of the principles, standard methods, and practices of chemistry, hydrology, and bacteriology;
• Knowledge of the standard methods, practices, equipment, and facilities associated with wastewater treatment disposal and reuse;
• Knowledge of the methods for treating and testing water supply systems;
• Knowledge of local, state, and federal laws and regulations pertaining to water quality, data validity, groundwater, and surface water monitoring and wastewater treatment, disposal, and reuse;
• Knowledge of OSHA regulations and recognized safety operating practices for laboratory work;
• Knowledge of laboratory analysis, environmental monitoring, and assessment, hydrogeology, and ecosystem evaluation;
• Knowledge of standard methods in analytical laboratory and field monitoring applications, practices, research techniques, equipment, and computer data management;
• Knowledge of supervisory techniques and employee development in technical and project/task management responsibilities;
• Ability to interpret test results and to prepare comprehensive and analytical reports;
• Ability to carry on independent research in the chemistry, biology, and bacteriology of potable water supplies;
• Ability to train, instruct, and supervise subordinate professional and technical personnel;
• Ability to operate, maintain, and calibrate laboratory and field equipment and instruct subordinates in their uses;
• Ability to apply scientific knowledge of specific administrative and technical problems;
• Ability to conduct project presentations to public and professional organizations.

PHYSICAL/MENTAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Standing: Particularly for sustained periods of time.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.