

# LABORATORY MANAGER

Job Code	Pay Grade
17476	SM5a

## Nature of Work

This is professional, scientific and administrative work managing laboratory operations involving chemical, bacteriological, biological, physical examinations, and quality assurance to insure that all activities of the County's Utilities Laboratory Department meet regulatory and certification requirements and valid client requirements. Employees in this class 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. Work is performed under the general supervision of the Director of Utilities Laboratory Department.

## Minimum Qualification Requirements

- 8 years experience in laboratory analysis and project management which has included 2 years experience at an administrative or supervisory level; or
- Bachelor's degree in chemistry, bacteriology, hydrogeology, or a related discipline and 4 years experience in laboratory analysis and project management which has included 2 years experience at an administrative or supervisory level; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities and credentials relevant to position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes, directs and manages the operation of a Laboratory division to insure 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 related work as assigned or required.

## LABORATORY MANAGER (continued)

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### 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.

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Revised	EEOC Code	Overtime Code
6/07	Officials & Managers	Exempt