

City of South San Francisco  
Human Resources Department

**Laboratory Supervisor**  
Class Description

**Definition**

Under direction, plans, assigns, supervises, and assists in the operations of the Water Quality Control Plant's (WQCP) laboratory; and performs other duties as required or assigned.

**Distinguishing Characteristics**

This position is distinguished by its responsibility for the daily operations of the Water Quality Control Plant laboratory; supervising and training subordinate lab staff, operators, and inspectors as they perform lab analyses, and for performing the more difficult and complex analyses. It is distinguished from the next higher-level classification in that the latter has plant-wide responsibilities.

**Typical and Important Duties**

1. Performs and leads others in performing routine chemical, physical, bacteriological, and related laboratory tests on samples of wastewater, plant influent, various plant processes, and final plant effluent.
2. Supervises subordinate staff in performing process analyses, including tests of activated sludge, mixed liquor, sludge digestion units, industrial wastewaters, and receiving water monitoring; as well as dissolved oxygen, suspended solids, biochemical oxygen demand, chemical oxygen demand, hydrogen ion concentration, ammonia, and total and fecal coliform
3. Ensures reagents, microbiology media, and chemical solutions are on hand.
4. Prepares requests for necessary laboratory supplies and equipment.
5. Makes arithmetic computations.
6. Supervises subordinate staff in performing monthly bioassay test.
7. Submits annual Environmental Protection Agency DMR-QA tests.
8. Prepares and maintains required laboratory records and reports including all laboratory reports to State and Federal agencies.
9. Prepares monthly laboratory worksheets.
10. Prepares contracts for laboratory related services; such as annual maintenance and calibration of equipment and sampling and analysis of wastewater and biosolids.
11. Plans and administers sampling schedule for monthly metals, bi-monthly nutrients, quarterly PCBs, semi-annual priority pollutants, semi-annual biosolids and chronic bioassay analyses.
12. Oversees periodic calibration of laboratory equipment.
13. Schedules annual laboratory water sampling and analysis.
14. Supervises, assigns tasks, and evaluates performance of subordinates.
15. Assists and trains subordinates in their duties.
16. Outlines laboratory procedures to be followed.
17. Prepares laboratory budget.

18. Coordinates the WQCP's safety program.
19. Oversees laboratory hazardous waste removal.
20. Oversees and maintains the quality assurance and quality control program, standard operating procedures, and the chemical hygiene plan.
21. Oversees and ensures that the lab's environmental laboratory accreditation program meets or exceeds federal, state, and regional regulatory requirements.
22. Attends meetings and other off-site seminars as necessary.
23. Responds to emergencies.
24. Performs other duties as required or assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- The principles, methods, and techniques of wastewater treatment.
- Chemical, bacteriological, physical, and biological analysis.
- Techniques and terminology used in chemical and related laboratory tasks.
- Care and use of laboratory equipment.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Federal, state and regional regulations pertaining to wastewater and biosolids.

#### *Ability to:*

- Assign, direct, review, train, and evaluate the work of subordinates.
- Perform chemical, bacteriological, physical, and biological analysis and related laboratory tasks.
- Keep accurate records and prepare required reports.
- Interpret and explain applicable City and departmental policies and procedures.
- Develop, present, and administer a budget for the assigned area.
- Acquire a thorough knowledge of applicable City policies and department procedures and apply that knowledge.
- Analyze, interpret, apply, and explain City and departmental policies, procedures, and regulations.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures; observe proper safety precautions and procedures; model and coach others in correct City safety practices; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards; administer first aid.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using personal computers and associated applications.
- Using Microsoft Windows, NT, Word, Excel, PowerPoint, Access, and other software used to file reports with regulatory agencies electronically.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience:* Five years of progressively more responsible experience in a chemical, bacteriological, biological, or biochemical laboratory of which three years must be in basic wastewater treatment chemical, physical, and bacteriological analysis and one year with supervisory or lead duties.

*Education:* A bachelor's degree from an accredited college or university with major coursework in chemistry, microbiology, biology, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of a California Water Environment Association (CWEA) Laboratory Analyst Grade III Certificate.
- Possession of, or ability to obtain, a CWEA Laboratory Analyst Grade IV Certificate within the probationary period. Successful completion of probationary period contingent upon obtaining a CWEA Laboratory Analyst Grade IV Certificate.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 35 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; smell to distinguish odors.

*Work Environment:* Mobility to work in a typical office setting or laboratory environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards, explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies; available for evening meetings.

Approved:	July 1995
Revised Date:	May 2002, December 2002, June 2003, January 21, 2014
Former Titles:	
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	May 2002, 2003, January 2014
DOT:	No
Physical:	Class C
Status:	Classified/Exempt
EEOC Category:	EF13\EJ2
Job Code:	M220

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE
8. OAE
9. SME
10. SME
11. SME
12. MAE
13. OAE
14. OAE
15. OAE
16. OAE
17. MAE
18. MAE

- 19. SDE
- 20. SDE
- 21. SDE
- 22. SDE
- 23. OAE

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