

CITY OF  
SIMI VALLEY

**LABORATORY SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for providing laboratory services in support of wastewater treatment operations; ensures work quality and adherence to established policies and procedures; provide training on proper laboratory test procedures and sample collection processes; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for performing chemical, biological, and physical tests of wastewater to determine the efficiency of the chemical and biological processes within the wastewater treatment plant.
2. Establish schedules and methods for providing laboratory analysis and quality assurance program services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Implement programs, requirements and studies and submit reports to satisfy the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit.
4. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
6. Perform the more technical and complex tasks of the work unit including ensuring compliance with state and federal regulations and maintaining laboratory accreditation.
7. Perform required fields of testing as listed in the "List of Approved Fields of Testing and Analytes" included in the Laboratory certification provided by Environmental Laboratory of Accreditation Program Department of Health Services.
8. Implement and maintain the quality assurance program as specified by the Environmental Protection Agency and other regulatory agencies.
9. Prepare monthly, quarterly and annual compliance and other technical reports using a personal computer; maintain custody of records.
10. Coordinate and monitor contract services as necessary.

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11. Provide lab training to plant personnel on proper lab methods, procedures, and techniques.
12. Participate in the selection of laboratory staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Participate in the preparation and administration of the sanitation plant laboratory program budget; submit budget recommendations; monitor expenditures.
14. Prepare analytical and statistical reports on operations and activities.
15. Attend and participate in professional group meetings; stay abreast of new trends, requirements, developments and innovations in the field of water quality analysis.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services and activities of wastewater treatment plant laboratory.  
Methods and procedures of water quality assurance program administration.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of qualitative and quantitative analysis, organic and inorganic physical chemistry, biology and microbiology.  
Modern laboratory procedures, methods and equipment including computers and related software.  
Various sampling techniques.  
Statistical analysis of data related to a quality assurance program.  
Accreditation program requirements for laboratory certification.  
NPDES Permit requirements.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, organize and review the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Conduct statistical analysis of data related to quality assurance programs.  
Operate and maintain advanced analytical equipment and instrumentation.  
Interpret and explain City policies and procedures.  
Prepare clear and concise reports.  
Organize and schedule lab work for group effectiveness.  
Ensure adherence to safe work practices and procedures.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biochemistry, biology, microbiology or a related field.

**Experience:**

Four years of wastewater treatment laboratory experience including one year of administrative or lead supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain, a Grade III Laboratory Analyst certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Laboratory and office environment; work with water; exposure to waste, infectious materials, and inclement weather conditions.

**Physical:** Sufficient physical ability necessary for sitting and standing for extended periods of time.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: September 2003  
*Johnson & Associates*

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