

City of San José
CLASS SPECIFICATION

TITLE: Environmental Laboratory Supervisor (5118)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Environmental Laboratory Manager	Exempt

CLASS SUMMARY

Plans, assigns, directs, and supervises the staff and services of a laboratory section of technicians and either chemists or microbiologists performing chemical, biological and microbiological analyses of water and other materials. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification supervises other professional staff by providing direction and leadership. Incumbents in this classification are responsible for managing a laboratory section that includes a staff of Chemists, and/or Microbiologists and Laboratory Technicians. This classification is distinguished from Chemists and Microbiologists in that it has supervisory responsibilities over either of those classifications. It differs from the higher level Environmental Laboratory Manager in that the latter has responsibility for planning and directing the operations of the entire laboratory.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any combination of training and experience equivalent to a Bachelor of Science degree with major work in either chemistry, microbiology, biology or related discipline, plus three years of professional experience, including at least two years of independent applied research in water or wastewater analysis. A Master of Science Degree may be substituted for the required independent applied research experience.

Required Licensing (such as driver's license, certifications, etc.)

None

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of modern laboratory procedures, techniques and equipment, and their uses.
- Knowledge of chemistry and/or microbiology, toxicology and biology routinely utilized in an environmental laboratory.
- Knowledge of local, state and federal environmental regulations.
- Knowledge of principles and practices of standard laboratory safety procedures, OSHA/CAL-OSHA regulations, Chemical Hygiene Plan and hazardous waste disposal, etc.

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- Knowledge of standard laboratory quality control and quality assurance procedures.
- Ability to direct specialized research work on problems of a chemical, microbiological, biochemical or toxicological nature.
- Ability to prepare clear, accurate and concise written technical reports.
- Ability to critically review environmental literature, technical reports and documents, and data concerning process performance evaluations.
- Knowledge of experimental design and methods.
- Ability to coach, motivate and supervise assigned personnel in a positive and effective manner.
- Knowledge of problem solving techniques.
- Skills in researching and implementing new analytical methods.
- Skills in evaluating, monitoring and managing staff performance.
- Ability to manage section budget including personnel, materials, service contracts and equipment.
- Knowledge of computer applications as they relate to Laboratory operations such as the LIMS and instrument data systems.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Master of Science degree in either chemistry, microbiology, biology or related discipline.
- Knowledge of chemical, microbiological, biological and/or toxicological methods and their application to environmental analyses.
- Knowledge of administrative, supervisory and management principles with regard to the operation of an environmental laboratory.
- Knowledge of data processing and control strategies utilized in laboratory environments for data storage, manipulation and statistical analysis.
- Ability to communicate clearly, concisely, tactfully and persuasively both verbally and in writing.
- Ability to maintain effective working relationships and work effectively with other management staff, stakeholders, customers, contractors and local, State and Federal regulators.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Plans, organizes and directs the operations within an assigned section of the laboratory. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees.	Daily

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
2.	Provides subject matter expertise in a specialized technical area.	Daily
3.	Plans, organizes and directs complex applied research including designing experiments, developing time schedules, setting goals, monitoring results, analyzing data, and submitting oral and written reports as required. Monitors and evaluates problems related to plant operations and laboratory analyses and recommends solutions to alleviate such problem situations.	Daily
4.	Provides technical consultation to laboratory customers in developing sampling procedures and analytical programs to meet their service requests; reviews, evaluates and establishes analytical methods within an assigned section; sets goals, determines priorities, develops work schedules, monitors workflow, and maintains timelines.	Daily
5.	Implements, evaluates, and monitors the maintenance of appropriate quality assurance (QA) and quality control (QC) processes and procedures within an assigned section of the laboratory and establishes data quality objectives to meet laboratory certification requirements.	Daily
6.	Evaluates laboratory services and equipment, and prepares justification and recommendation for purchase of state-of-the-art analytical instrumentation and equipment replacement.	As Required
7.	Assists in preparing budget and projections for assigned section; monitors expenditures and revenues and ensures that they are within budget targets; participates in the forecasting of funds needed for staffing, equipment, materials, and supplies; administers the approved budget.	Monthly
8.	Researches and prepares technical and administrative reports, written correspondence and presentations for technical meetings and publications.	As Required
9.	Directs and supervises the implementation and use of a laboratory information management system (LIMS) by staff within an assigned section.	Daily
10.	Represents the laboratory to outside agencies and organizations; participates in studies conducted by other agencies to evaluate new or existing analytical methods; provides technical assistance as necessary.	As Required
11.	Builds and maintains positive working relationships with co-workers, other City employees, other organizations and their representatives, exhibiting effective customer service and communication skills.	As Required
12.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Formerly Research Chemist (5118) and Research Microbiologist (5119); Revised and retitled 8/08; s003