

City of Fort Worth, Texas Job Description

Classification Title	Laboratory Supervisor		
Job Code:	PR1841	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates industrial water/wastewater laboratory staff activities and operations; oversees laboratory testing, analysis and reporting procedures in accordance with established procedures for compliance; analyzes reviews, validates reports and interprets scientific analytical data; and provides staff assistance to assigned senior management personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates the organization, staffing and operational activities for centralized laboratory activities required for water purification, wastewater treatment, industry, wholesale customer and environmental monitoring programs.
3. Participates in the development and implementation of goals, objectives, policies and priorities for staff; and recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving laboratory methods and procedures; analyzes workload; and establishes work schedules to provide optimum laboratory service and production.
5. Writes, revises, reviews, issues, removes and controls the laboratory's quality manual procedures and forms; oversees and reviews laboratory information management system and Water Distribution System Sampling programs to ensure compliance with local, state and federal requirements.
6. Prepares and maintains accurate records and reports covering each phase of laboratory operations for compliance with federal and state permits.
7. Performs chemical analysis and laboratory examinations of water, wastewater, food, and milk and dairy products as appropriate; reviews data from completed analyses;

and records and reports results accurately and in accordance with established procedures.

8. Coordinates the interactions of the centralized laboratory with other divisions and city departments to maximize customer satisfaction and minimize cost of service.
9. Acquires, assists and retains clients for revenue generation through accredited laboratory testing and sampling services; and coordinates resolution of customer concerns.
10. Implements, coordinates, monitors and performs audits and assessments for regulatory compliance, investigations and process improvements.
11. Prepares requests for proposals and bid invitations; evaluates and recommends purchase of analytical equipment; and approves requisitioning of supplies and equipment for assigned section.
12. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; prepares bid specifications; evaluates bid proposals; purchases supplies, equipment and services; and evaluates vendor goods and services.
13. Oversees the installation, calibration, validation, maintenance and repair of laboratory equipment and facilities; and oversees the documentation of calibration and maintenance records.
14. Provides staff assistance to senior management personnel; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Sampling and laboratory testing procedures and methods.
- Chemistry, Biology and Environmental Science.
- Standard chemical, serological, bacteriological tests and procedures.
- Complex methods, procedures, and techniques of chemical and bacteriology analysis.
- Complex principles of chemistry, biology, bacteriology and related fields.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and practices of employee supervision.
- Budget development and administration procedures.
- Purchasing policies and procedures.
- Standard scientific laboratory methods and equipment.
- Safety practices of the laboratory.
- Laboratory products and services.

- Adjustment and operation of standard equipment or instrumentation use in chemical and laboratory tests.
- Personnel Rules and Regulations.
- Purchasing policies and procedures.
- **Skill in:**
 - Organization and time management.
 - Problem solving.
 - Computers and applicable software.
 - Logistics and coordination.
 - Conflict resolution.
 - Mathematics.
 - Research and analysis.
 - Interpersonal relations.
 - Customer service.
 - Delivering presentations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform laboratory examinations according to prescribed procedures and regulations.
 - Analyze test results and report conclusions.
 - Properly handle toxic and hazardous wastes.
 - Prepare documents for developing testing and analytical requirements.
 - Assist in supervising, directing, and coordinating the work of subordinate employees.
 - Interpret and explain City water quality, wastewater and pretreatment policies and procedures.
 - Prepare clear and concise reports.
 - Perform audits and assessments.
 - Use computer workstations and software for laboratory instrumentation, sample tracking and report preparation.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Chemistry, Biochemistry, Microbiology, Environmental Science, or a related field and four years of responsible laboratory experience, including at least one year of lead/supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Valid laboratory certification from the State of Texas.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.