

Water Authority Position Description

PROGRAM MANAGER-WATER QUAL LAB

Status	Position Code	Level	Date
APPROVED	PMWL	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, DIRECT, MANAGE AND OVERSEE THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S WATER QUALITY LABORATORY.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN BIOLOGY, CHEMISTRY OR A RELATED FIELD, PLUS SEVEN (7) YEARS LABORATORY MANAGEMENT, ENVIRONMENTAL COMPLIANCE, WATER UTILITY OPERATIONS, ENGINEERING OR LEGAL EXPERIENCE TO INCLUDE FOUR (4) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 NEW MEXICO ENVIRONMENT DEPARTMENT WASTEWATER LABORATORY TECHNICIAN CERTIFICATION LEVEL III PREFERRED

SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.
 EXERCISE DIRECT SUPERVISION OF SUPERVISORY AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY FOR THE WATER AUTHORITY'S WATER QUALITY LABORATORY PROGRAM.
2. PLAN, SUPERVISE, DIRECT AND COORDINATE, THROUGH STAFF, THE LABORATORY'S WORK PLAN. ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
3. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
4. DESIGN, IMPLEMENT AND MANAGE THE LABORATORY PROGRAM TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, POLICIES, ORDINANCES AND DESIGNATED LABORATORY ACCREDITATION AND TO EFFECTIVELY MONITOR OPERATIONS.
5. OVERSEE THE OPERATIONS OF LABORATORY. FACILITATE DEVELOPMENT OF MANAGEMENT POLICIES FOR THE LAB.
6. MAY SELECT SAMPLE COLLECTION LOCATIONS AND LABORATORY ANALYTICAL METHODS. COORDINATE WATER QUALITY DATA COLLECTION PROGRAMS WITH LABORATORY, ENGINEERING AND OPERATIONS STAFF. ANALYZE AND INTERPRET WATER QUALITY DATA AND PRESENT DATA GRAPHICALLY.
7. RECOMMEND CHANGES TO CURRENT PROGRAM DESIGN, OPERATIONS AND MAINTENANCE PRACTICES AS REQUIRED TO IMPROVE THE QUALITY OF SERVICES DELIVERED TO CLIENTS.
8. REVIEW PROPOSED FEDERAL, STATE AND LOCAL REGULATIONS AND ANALYZE THE EFFECT ON THE WATER AUTHORITY'S LABORATORY AND WATER AND WASTEWATER SYSTEMS OPERATIONS. PREPARE AND PRESENT COMMENTS TO REGULATORY AUTHORITIES REGARDING PROPOSED REGULATIONS.
9. DESIGN, IMPLEMENT AND MANAGE THE ORGANIZATION, STAFFING AND OPERATIONAL ACTIVITIES OF ASSIGNED TECHNICAL SUPPORT PROGRAMS AND RESEARCH PROJECTS.
10. PROVIDE TECHNICAL AND REGULATORY REPORTING SUPPORT TO WATER AUTHORITY, SAFE DRINKING WATER ACT (SDWA), NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) AND NEW MEXICO ENVIRONMENT DEPARTMENT PROGRAMS (WATER, WASTEWATER REUSE, GROUND WATER DISCHARGE, ETC).
11. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
12. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET. APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
13. EXPLAIN, JUSTIFY AND DEFEND ASSIGNED PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
14. DEVELOP AND IMPLEMENT APPROPRIATE SAFETY MEASURES FOR THE PROGRAM/DIVISION.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE ASSIGNED FIELD.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATION AND MANAGEMENT OF AN ENVIRONMENTAL LABORATORY
PRINCIPLES AND PRACTICES OF LABORATORY QUALITY ASSURANCE
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF LABORATORY ADMINISTRATION
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND
ADMINISTRATION PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE
EVALUATION PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF THE ASSIGNED OPERATIONAL
AREA PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF STAFF
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL
CLIENTS DESIGN, IMPLEMENT AND MANAGE WATER QUALITY MONITORING PROGRAMS
INVESTIGATE WATER QUALITY PROBLEMS AND RECOMMEND SOLUTIONS
OVERSEE LAB OPERATIONS
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
DELEGATE AUTHORITY AND RESPONSIBILITY
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE
APPROPRIATE ADJUSTMENTS PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND
REGULATIONS COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER, UNPLEASANT
ODORS, COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING, OR WALKING FOR
PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES