

# Water Authority Position Description

## WATER QUALITY LABORATORY MANAG

Status	Position Code	Level	Date
APPROVED	WQLM	P28	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

MANAGE STAFF AND DAY TO DAY OPERATIONS OF THE WATER QUALITY LABORATORY INCLUDING SAMPLE MANAGEMENT AND ANALYSIS, METHOD DEVELOPMENT AND VALIDATION, QUALITY CONTROL AND DATA MANAGEMENT FUNCTIONS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN CHEMISTRY, BIOLOGY OR A RELATED FIELD, PLUS FIVE (5) YEARS OF WATER QUALITY LABORATORY EXPERIENCE TO INCLUDE TWO (2) 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)  
MUST ACHIEVE AND MAINTAIN NEW MEXICO ENVIRONMENT DEPARTMENT LABORATORY ANALYST, LEVEL III CERTIFICATION WITHIN SIX (6) MONTHS  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM PROGRAM MANAGER WATER QUALITY LAB.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ASSESS, PLAN AND MANAGE ALL LABORATORY SERVICES AND ACTIVITIES INCLUDING ANALYSIS, QUALITY CONTROL, AND DATA MANAGEMENT FUNCTIONS.
2. ASSIST IN THE DEVELOPMENT OF GOALS AND IMPLEMENT OBJECTIVES, POLICIES AND PRIORITIES FOR EACH ASSIGNED SERVICE AREA AND TO ENSURE COMPLIANCE WITH THESE POLICIES.
3. ESTABLISH, WITHIN POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS, WORK PRODUCT AND PROCEDURES. ALLOCATE RESOURCES ACCORDINGLY.
4. PLAN, DIRECT AND COORDINATE, THE WATER QUALITY LABORATORY'S WORK PLAN. ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. RESOLVE PROBLEMS. ASSURE STAFF AND WORK PRODUCT COMPLIANCE WITH POLICES, RULES AND REGULATIONS.
5. CONDUCT PERIODIC AUDITS OF LABORATORY QUALITY SYSTEM ELEMENTS. ENSURE COMPLIANCE WITH ESTABLISHED PROCEDURES OF THE LABORATORY AND WATER AUTHORITY REQUIREMENTS.
6. ESTABLISH AUTOMATED AND MANUAL DATA SYSTEMS FOR LABORATORY PROGRAMS. ESTABLISH AND MAINTAIN AUTOMATED INSTRUMENTATION SYSTEMS.
7. REVIEW LABORATORY DATA; EVALUATE TESTING METHODOLOGY AND INTEGRITY OF SAMPLING TECHNIQUES USED. RECOMMEND APPROPRIATE CORRECTIVE ACTION.
8. OVERSEE RECEIVING AND LOGGING OF ALL SAMPLES TESTED BY THE LABORATORY INCLUDING DOCUMENTATION OF QUALITY CONTROL AND QUALITY ASSURANCE ACTIVITIES.
9. SELECT, TRAIN, MOTIVATE AND EVALUATE PERSONNEL. PROVIDE OR COORDINATE STAFF TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.
10. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE DIVISION BUDGET. FORECAST FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. ORDER LABORATORY SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
11. EXPLAIN, JUSTIFY AND DEFEND DIVISION PROGRAMS, POLICIES AND ACTIVITIES. KEEP HIGHER MANAGEMENT INFORMED OF SENSITIVE AND CONTROVERSIAL ISSUES AND THEIR RESOLUTIONS.
12. PREPARE AND PRESENT REPORTS AND OTHER NECESSARY CORRESPONDENCE.
13. PROVIDE WATER QUALITY LABORATORY SERVICES TO OTHER ENTITIES PER CONTRACTS.
14. ENSURE SAFE WORKING ENVIRONMENT.

#### **SUPPLEMENTAL FUNCTIONS**

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

**PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE WATER QUALITY PROGRAM  
THEORETICAL PRINCIPLES AND PRACTICES OF ANALYTICAL CHEMISTRY AND MICROBIOLOGY  
METHODS AND TECHNIQUES OF WATER QUALITY LABORATORY ANALYSIS  
OPERATIONAL CHARACTERISTICS OF MANAGEMENT INFORMATION SYSTEMS  
BASIC OPERATIONS OF A WATER OR WASTEWATER TREATMENT PLANT  
PRINCIPLES AND PRACTICES OF LABORATORY AND CHEMICAL SAFETY  
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION  
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND ADMINISTRATION  
PRINCIPLES AND PRACTICES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
PERFORM COMPLEX WATER QUALITY LABORATORY ACTIVITIES  
ESTABLISH AND MAINTAIN AUTOMATED AND MANUAL DATA SYSTEMS FOR LABORATORY AND CLIENT PROGRAMS  
REVIEW VARIOUS LABORATORY ANALYSIS DATA AND DETERMINE VALIDITY  
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS  
IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES, CONCERNS AND NEEDS  
DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES  
MANAGE CONTRACTUAL AGREEMENTS WITH OUTSIDE AGENCIES  
PREPARE CLEAR AND CONCISE ADMINISTRATIVE AND FINANCIAL REPORTS  
ANALYZE AND TROUBLESHOOT INSTRUMENTATION PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT CORRECTIVE ACTIONS  
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND TECHNIQUES  
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 LABORATORY ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS;  
OCCASIONAL EXPOSURE TO CHEMICAL, MICROBIOLOGICAL AGENTS AND/OR FUMES.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING.

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.