

# Water Authority Position Description

## WATER QUALITY LAB SUPV

Status	Position Code	Level	Date
APPROVED	WQLS	P27	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

SUPERVISE, PLAN, COORDINATE AND MONITOR WATER QUALITY LABORATORY STAFF, ACTIVITIES AND OPERATIONS INCLUDING LABORATORY ANALYSES, WORKLOAD MANAGEMENT, SPECIAL PROJECTS, AND REPORT PREPARATION. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN BIOLOGY, CHEMISTRY OR A RELATED FIELD, PLUS FOUR (4) YEARS OF WATER QUALITY LABORATORY TESTING AND ANALYSIS EXPERIENCE INCLUDING TWO (2) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY. FOUR (4) YEARS OF RELEVANT TECHNICAL LEAD EXPERIENCE IN A PRODUCTION LABORATORY ENVIRONMENT MAY BE SUBSTITUTED FOR THE REQUIRED TWO (2) YEARS SUPERVISORY EXPERIENCE.

### 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

RECEIVE GENERAL DIRECTION FROM THE WATER QUALITY LABORATORY MANAGER AND HIGHER LEVEL MANAGEMENT STAFF.

EXERCISE DIRECT SUPERVISION OVER PROFESSIONAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. PLAN AND COORDINATE THE ORGANIZATION, STAFFING, OPERATIONS, AND TIMELY COMPLETION OF ASSIGNED WATER QUALITY LABORATORY SERVICES INCLUDING LABORATORY ANALYSIS FUNCTIONS, SPECIAL PROJECTS AND THE PREPARATION OF ANALYTICAL AND STATISTICAL REPORTS. MONITOR AND REPORT OPERATIONAL PERFORMANCE METRICS REGARDING THE QUALITY, PRODUCTIVITY, EFFICIENCY, AND TIMELINESS OF LABORATORY SERVICES.
2. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF LABORATORY GOALS, OBJECTIVES, POLICIES, PRIORITIES AND OPERATIONAL PLANS. RECOMMEND AND IMPLEMENT POLICIES AND PROCEDURES.
3. IDENTIFY OPPORTUNITIES FOR IMPROVING SERVICE DELIVERY AND PRODUCT QUALITY METHODS AND PROCESSES. IDENTIFY RESOURCE NEEDS. REVIEW WITH APPROPRIATE MANAGEMENT STAFF AND IMPLEMENT IMPROVEMENTS.
4. PREPARE AND MAINTAIN RECORDS AND REPORTS ON REQUIRED PROGRAMS. ENSURE COMPLIANCE WITH LABORATORY POLICIES AND APPLICABLE LAWS AND REGULATIONS GOVERNING WATER QUALITY LABORATORY TESTING.
5. REVIEW ANALYTICAL AND STATISTICAL RESULTS FROM VARIOUS LABORATORY TESTS FOR DATA QUALITY.
6. PLAN, IMPLEMENT, SUPERVISE AND MONITOR SPECIAL PROJECTS AND SPECIAL TESTS AS REQUIRED.
7. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE STAFF TECHNICAL TRAINING. ENSURE THAT ASSIGNED STAFF HAVE DEMONSTRATED PROFICIENCY COMMENSURATE WITH THEIR WORK ASSIGNMENTS. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
8. REVIEW, COMPLETE AND APPROVE TRANSACTIONS IN THE LABORATORY INFORMATION SYSTEM INCLUDING SAMPLE TRACKING, TEST RESULTS, DATA RETRIEVAL AND TROUBLESHOOTING.
9. SERVE AS A VISIBLE ADVOCATE FOR THE LABORATORY QUALITY ASSURANCE PROGRAM. ENSURE THAT LABORATORY QUALITY ASSURANCE POLICIES AND QUALITY CONTROL PRACTICES ARE UNDERSTOOD AND ADHERED TO BY STAFF.
10. COORDINATE WATER QUALITY LABORATORY ACTIVITIES WITH OTHER DIVISIONS, OUTSIDE AGENCIES AND ORGANIZATIONS.
11. MAINTAIN A SAFE WORKING ENVIRONMENT AND CONSISTENTLY DEMONSTRATE SAFE WORKPLACE BEHAVIORS.
12. SERVE AS SUBJECT MATTER EXPERT AND DISCIPLINARY RESOURCE REGARDING WATER QUALITY ANALYTICAL METHODS AND PROCEDURES.

#### **SUPPLEMENTAL FUNCTIONS**

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

13. ENSURE THAT CURRENT AND PROJECTED PRODUCTION NEEDS ARE MET THROUGH MONITORING AND MANAGEMENT OF CONSUMABLE INVENTORIES, ANALYTICAL INSTRUMENTATION, AND APPROPRIATELY QUALIFIED STAFF RESOURCES.

### **PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WATER QUALITY LABORATORY TESTING PROGRAM  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF WATER QUALITY LABORATORY TESTING AND ANALYSIS  
STANDARD LABORATORY PROCEDURES INVOLVING USE OF TEST MATERIALS AND SAMPLES, INCLUDING QUANTITATIVE METHODS, CONTAMINATION CONTROL, AND GOOD LABORATORY PRACTICES  
PRINCIPLES OF BUSINESS LETTER WRITING AND TECHNICAL REPORT PREPARATION  
PRINCIPLES AND PRACTICES OF CHEMICAL HYGIENE  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
THEORETICAL PRINCIPLES AND APPLIED PRACTICE OF LABORATORY QUALITY ASSURANCE  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

### **PREFERRED SKILL/ABILITY**

PLAN, COORDINATE, AND MONITOR PRODUCTION STATUS AND QUALITY OF ASSIGNED WATER QUALITY LABORATORY ANALYSIS SERVICES  
TROUBLESHOOT AND PROVIDE TECHNICAL DIRECTION TO STAFF FOR ADDRESSING ANALYTICAL ISSUES/PROBLEMS  
ENSURE THAT NECESSARY LABORATORY SUPPLIES ARE AVAILABLE TO SUPPORT LABORATORY PRODUCTION ANALYSIS  
PERFORM MINOR REPAIRS OF LABORATORY EQUIPMENT AND PROVIDE TECHNICAL TRAINING FOR STAFF, PLAN, SUPERVISE, DIRECT AND COORDINATE THE WORK OF SUPPORT STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
ENSURE COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS GOVERNING WATER QUALITY LABORATORY TESTING  
UTILIZE, MAINTAIN, AND TROUBLESHOOT A VARIETY OF LABORATORY EQUIPMENT IN A SAFE AND EFFECTIVE MANNER  
INTERPRET AND EXPLAIN WATER AUTHORITY WATER QUALITY LABORATORY TESTING POLICIES AND PROCEDURES  
PREPARE AND MAINTAIN RECORDS REGARDING LABORATORY TESTING  
PREPARE CLEAR AND CONCISE REPORTS  
PROFICIENTLY USE MICROSOFT OFFICE APPLICATIONS, INCLUDING WORD, EXCEL, POWERPOINT AND OUTLOOK  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING

ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK, INCLUDING A VARIETY OF WATER AUTHORITY AND OTHER GOVERNMENT OFFICIALS

### **WORKING CONDITIONS**

LABORATORY ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS, POTENTIALLY HAZARDOUS CHEMICALS, SMOKE, FUMES, GASES, WORK IN OR WITH WATER, WASTEWATER AND OTHER MATRICES.

**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 AND COMPARISONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.