

City of Monett
POSITION DESCRIPTION

Monjob27

Job Title: WWTF Laboratory Director

Department: City Utilities

Salary Range: Payroll – Level 7

Immediate Supervisor: Chief Operator WWTF

ESSENTIAL FUNCTIONS

- I. Purchasing & Budget Related Activities 4 % of Time
 - A. Plans and develops the budget requests for the laboratory as required by the Chief Operator.
 - B. Maintains an awareness of inventory components, monitors supplies and equipment needed to operate. Orders all supplies ensuring that fresh stocks are on hand and outdated stocks are disposed of or depleted.

- II. Quality Assurance Activities 15% of Time
 - C. Reviews and revises standard operating procedures for the lab , ensuring that accurate, government-approved methods are followed.
 - D. Conducts an ongoing review of the quality assurance/quality control program, ensuring that personnel are following procedures that produce quality outcomes.
 - E. Reviews daily-generated lab data, assuring for completeness, accuracy, and non-bias.
 - F. Reports data and lab findings to appropriate individuals, assuring for timeliness and accuracy.
 - G. Takes appropriate corrective action on discovered errors, assuring for timeliness and accuracy.
 - H. Receives and completes annual EPA study. Assures that study is successfully completed for all parameters. Distributes documents appropriately, assuring for timeliness.

- IV. Supervisory Activities..... 2% of Time
 - A. Conducts an orientation program for all new employees assigned to the area.
 - B. Monitors employees' lab techniques and provides appropriate coaching as needed,

assuring for accuracy and professionalism.

- C. Implements the department's safety policies, ensuring compliance in all applicable categories.

V. Lab Tech Activities..... 75% of Time

- A. Collects samples on scheduled basis for in house or outside lab analysis.
- B. Performs all routine, in house analysis on samples received by the lab, for Pre-treat, NPDES and others, assuring for accuracy and timeliness.
- C. Performs analysis on non-routine samples as needed.
- D. Performs scheduled analysis on City's drinking water as required by DNR.
- E. Generates all appropriate reports and distributes as required, assuring for accuracy and timeliness.
- F. Calibrates gas-sensing and all other equipment, ensuring that they work and produce accurate data.
- G. Maintains all equipment and the general environment in the lab so that safety and sanitary expectations can be met.
- H. Keeps all records filed in a neat and orderly fashion for future use and for reference in EPA/DNR/Health Department lab inspections.
- I. Responds to requests by immediate supervisor in an accurate, professional, complete and timely manner.

VI. Processing Activities..... 4% of Time

- A. Performs plant operator duties as scheduled.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all worksites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.

- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average amount of overtime/extended work hours.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Associate of Science Degree in Environmental Health or equivalent.
- ◆ Valid Missouri Drivers License and CDL w/tank and air brake endorsements.
- ◆ Valid Missouri "A" wastewater license and "C" Water license.
- ◆ Knowledge of wet chemical and instrumental analysis.
- ◆ Familiar with quality control procedures and programs.
- ◆ Knowledge of all relevant lab procedures.

- ◆ Knowledge of the characteristics, safe handling and disposal of laboratory chemicals.
- ◆ Knowledge of required lab equipment, tools and glassware.
- ◆ 2 years supervisory experience.

MENTAL EFFORT

- ◆ Above average concentration.
- ◆ Above average memory.
- ◆ Above average time pressure of decision-making.
- ◆ Above average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Above average verbal communication.
- ◆ Above average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.