

**TOWN OF MANCHESTER
POSITION GUIDE**

Title: Laboratory Director
Department: Water and Sewer Department
Reports To: Water and Sewer Administrator

NATURE OF WORK

Under general supervision, supervises and participates in the operation of a laboratory for testing, analyzing and providing technical advice on water and sewage process and quality control.

ESSENTIAL JOB FUNCTIONS

Analyzes laboratory test data, informs water or wastewater treatment officials of actual or potential chemical or biological problems and suggests possible solutions.

Monitors laboratory testing procedures, equipment, techniques to meet State and Federal legal requirements and initiates changes as necessary.

Selects, evaluates and supervises subordinate personnel and establishes and conducts training activities for them and other personnel involved in water and wastewater treatment. Adheres to employees' labor contracts.

Performs chemical and microbiological analyses on water, wastewater and treatment materials routinely and in cases requiring advanced scientific knowledge.

Recommends an annual operating budget, prepares specifications for and recommends the purchase of laboratory supplies and equipment, and maintains expenditure and inventory records.

Maintains Laboratory licensure as required by the State of Connecticut.

Follows OSHA and other standard safety procedures and regulations.

OTHER JOB FUNCTIONS

Responds to customer complaints concerning water quality.

Provides technical support to other departments, such as the landfill.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of chemistry and bacteriology, particularly as applied to the analysis of water and wastewater.

Working knowledge of Federal and State requirements and standards in the quality of potable water and of sewage discharge.

Laboratory Director (cont.)

Working knowledge of sampling procedures and laboratory techniques and equipment for water and wastewater testing.

Knowledge of general laboratory safety practices.

Knowledge of water treatment and sewage treatment process.

Ability to plan and supervise the work of subordinates and to communicate effectively with others on technical matters.

PHYSICAL AND MENTAL EFFORT / ENVIRONMENT AND WORKING CONDITIONS

Must be mobile and able to perform moderately difficult manipulative skills and be able to sit for prolonged periods. Must be able to perform tasks which require hand - eye coordination as well as tasks which require hand - arm steadiness. Must be able to see objects closely and hear normal sounds with some background noise. Must be able to communicate through human speech.

Must be able to concentrate on moderate detail with little interruption; needs to attend to task / function for 25-45 minutes at a time. Must be able to understand and relate to specific ideas generally several at a time and to understand and relate to concepts behind specific ideas. Able to remember multiple tasks / assignments given to self and other over long periods of time.

Ability to work professionally with co-workers, supervisors, customers and the public at large.

Exposure to hazardous waste materials other than blood, body tissue or fluids; exposure to hazardous materials as chemicals.

MINIMUM TRAINING AND EXPERIENCE

Graduation from college with a Bachelor of Science degree, including courses in chemistry and bacteriology, and at least on (1) year of experience working in a water laboratory. One (1) year supervisory experience required. Must hold valid Connecticut motor vehicle operator's license.

Must obtain certification from State of Connecticut Department of Environmental Protection for the Association of Boards Certification Analyst Level I within one (1) year of employment.

(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)