

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
415.459.1455, 415.459.3971 FAX

LABORATORY DIRECTOR

SUMMARY

Under direction from the Technical Services Manager, manages, plans, and supervises all aspects of the Agency's Environmental Laboratory, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering functions of the laboratory and preparing the Agency's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and local agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

Administration

- Develops and implements goals, objectives, policies, procedures, and schedules for the environmental laboratory activities and regulatory reporting functions.
- Prepares routine and periodic reports to comply with NPDES permit and other regulatory requirements.
- Assists with preparing and monitors the laboratory budget; prepares justification and recommendation for purchase of laboratory equipment, materials, and supplies.
- Participates in Agency related committees, training, staff functions, and governing board meetings.
- Serves on the Agency Process Control Team, and collaborates with the team and Operations to devise strategies to address process issues and optimize treatment facility performance.
- Serves as the Agency's representative with the Regional Water Quality Control Board, Bay Area Clean Water Agencies, and US EPA regarding NPDES permit issues.
- Administers the Agency's laboratory compliance programs, ensuring that regulatory reporting and compliance requirements are met.
- Maintains or directs the maintenance of accurate laboratory procedures, records, and files.

Laboratory

- Plans, designs, modifies, and implements the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Manages, directs, and implements laboratory services for performing chemical, biological, and bacteriological analyses of water, wastewater, industrial wastes, and related materials.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- Monitors the work of contract laboratories performing NPDES permit testing.
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements, and oversees the implementation of necessary changes.
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Performs sample collection, analysis, and reporting as needed.

SUPERVISORY RESPONSIBILITIES

Manages and supervises employees that work in the environmental laboratory. Carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor and safety laws and regulations. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; setting staff work expectations and performance goals; assisting with preparation of work plans, appraising performance, and rewarding and disciplining staff; participates in investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology or a similar science. An advanced degree in one of the listed educational specialties is desirable.

Five years of professional level environmental laboratory experience, including at least two years in a supervisory or management capacity. Experience in a water or wastewater treatment laboratory and environmental compliance program is preferred.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the public. Ability to effectively present information to management, public groups, and/or governing boards.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, and statistical theory. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade III Laboratory Analyst certificate issued by the California Water Environment Association, or obtain the certification within eighteen (18) months of employment. Must obtain a Grade IV Laboratory Analyst Certification within twenty-four (24) months of employment. Must possess a valid California class C driver’s license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring objects into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Laboratory Director
Department: Technical Services
Reports To: Technical Services Manager
FLSA Status: Exempt
Revised Date: January 2018