

DEPARTMENT: TOWN OF SOMERSET – POPULATION < 5,000
CLASSIFICATION: NON-COMPETITIVE – NYSCSC APPROVED 07/17/2006
APPROVED: OCTOBER 1, 2004

LABORATORY DIRECTOR - WASTEWATER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining required environmental and sanitary standards in the treatment of wastewater. The incumbent supervises and participates in the physical, chemical and bacteriological examination of wastewater. The incumbent also assists in the determination of plant procedures which will produce the most efficient and effective results within the plant design limitations. Develops and maintains detailed analytical procedures, quality control records and statistical analysis data. Serves as certified Laboratory Director per New York Department of Health regulations. The work is performed under the general supervision of the Superintendent of Water and Sewer Maintenance with considerable latitude permitted for the exercise of independent judgment in carrying out the technical aspects of the work. This person is not responsible for supervising any personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans and supervises the regular collection and physical, chemical, bacteriological and microscopic examination of raw and treated wastewater for compliance with regulatory agency requirements and efficient plant operations;
2. Serves as certified Laboratory Director per New York State Department of Health regulations and federal guidelines; develops and maintains detailed analytical procedures, quality control records and statistical analysis data, reviews the integrity of all laboratory data which is to be released for purposes of reporting to Federal, State, and local agencies;
3. Plans, supervises and participates in the general day-to-day operation of the laboratory, trains and instructs subordinates in proper laboratory procedures, equipment use, and maintenance, writes and maintains up-to-date procedure manuals, performs more difficult chemical, bacteriological and microscopic examination of wastewater;
4. Collects samples for laboratory analysis;
5. Records and tabulates the results of tests and data for use by supervisors;
6. Maintains an inventory of laboratory supplies, media, chemicals and equipment;
7. Calibrates, operates and maintains laboratory equipment and automatic sampling equipment;
8. Confers with supervisors regarding on-going operations and problems encountered;
9. Maintains laboratory equipment and chemical storage facilities in a safe, clean and orderly fashion;
10. Participates in training of plant personnel;
11. Attends laboratory related courses and seminars;
12. Assists Chief Operator with plant operation, responsible for supervision of plant operations in the absence of the Chief Operator, trains new employees in laboratory skills as well as theory of wastewater treatment plant operations, in preparation for their licensing examinations.

FULL PERFORMANCE KNOWLEDGES/SKILLS/ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern laboratory principles, practices, techniques, terminology, equipment and safety precautions; thorough knowledge of the modern practices, techniques and equipment used in physical, chemical and bacteriological analysis of wastewater; thorough knowledge of applicable Federal, State and local regulations and required sanitary standards; a high degree of technical skill in the operation and care of modern laboratory equipment and apparatus; ability to plan for, train and supervise others in the methodology of laboratory procedures; ability to understand and interpret complex written material; ability to understand and carry out complex technical directions; ability to successfully work with and serve a diverse local community; thoroughness; accuracy; integrity; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a New York State Grade I or higher Operators License at time of appointment.