

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LABORATORY MANAGER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WASTEWATER TREATMENT PLANT SUPERINTENDENT

JOB CODE: 2430
DATE: 2/08

JOB SUMMARY:

Performs responsible supervisory and technical work related to laboratory analysis of wastewaters, wastewater process residuals, and industrial effluents and administers the City's Industrial Pretreatment Program.

ESSENTIAL JOB FUNCTIONS:

Develops and revises plans and procedures for laboratory monitoring and reporting requirements; organizes, coordinates, and executes laboratory resources and logistics to ensure quality and compliance with local, state, and federal regulations.

Develops specifications, using all available sources of background information, for laboratory projects and programs to meet the needs of the city's wastewater treatment system; reviews bids received from potential contract labs for required testing; calibrates and repairs departmental gas detectors.

Revises the IPP as directed by EPA regarding sewer use ordinance revisions, development of local limits, and inspections; types permits, notices of violation, and all correspondences with industries, State of New Hampshire Department of Environmental Services, and EPA; compiles and submits annual IPP report to EPA and state.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Maintains appropriate files of all analytical data related to wastewater treatment processes and the Industrial Pretreatment Program.

Provides technical support to the Wastewater Treatment Plant Superintendent relative to engineering studies and construction projects associated with Wastewater Treatment Facilities.

Develops and recommends process control strategies in consultation with the Wastewater Treatment Plant Superintendent and the Operations Supervisor.

Confers with Wastewater Treatment Plant Superintendent on permitting discharges of industrial wastes/wastewaters such as landfill leachate and municipal sludge to treatment facilities.

Reviews and issues industrial discharge permits; submits discharge permit requests for approval.

Ensures that quality standards and compliance with regulations are maintained; reviews confined space entry permits for compliance with departmental policy.

Manages the purchasing and inventory control of equipment and supplies for the laboratory.

Develops and recommends operating budget for laboratory; monitors and administers approved budget.

Schedules and coordinates the safety training program for the Wastewater Treatment facilities.

Conducts regular staff meetings with subordinates to review progress, accomplishments, budgets, strategies, and plans for the laboratory; reviews daily test results.

Schedules testing of whole effluent toxicity testing, pollutant testing of influent and effluent wastewaters, and other tests required by NPDES.

Monitors and trains laboratory personnel in use and data entry of computerized filing system.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Telephone Photocopier
Laboratory Apparatus as required.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Chemistry or Environmental Science, preferably with concentration in wastewater treatment methods and techniques; and, Four to six years of progressively responsible experience as laboratory technician; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Current Grade IV State of New Hampshire Operator's License.

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Design, operation, maintenance, laboratory procedures, and process control of wastewater treatment plants.

Principles and practices of municipal water, wastewater, and sewer systems.

Principles of supervision, training, and performance evaluation.

Principles of budgeting, accounting, and/or personnel management.

City, state, and federal laws applicable to environmental health and sanitation.

Skill in:

Typing and operation of computer keyboard in order to enter and retrieve data.

Mathematical and analytical practices.

Mental and Physical Abilities to:

Perform accurate laboratory tests and to interpret results relative to plant effectiveness and efficiency.

Give directions and gain compliance from subordinates.

Laboratory Manager

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Establish and maintain effective communication with other departments, employees, and the general public.

Establish and implement rules, regulations, policies, and specifications.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Work with mathematical concepts such as probability and statistical inference.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light and heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office and laboratory.

The work exposes the employee to contagious or infectious diseases.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.