

TITLE: Laboratory Manager

WTP/2

DEPARTMENT: Water Treatment Plant, Fayette County

JOB SUMMARY: This position is responsible for managing the laboratory operations of a water treatment plant.

MAJOR DUTIES:

- o Analyzes chemical and microbiological water samples.
- o Prepares standard reagents and other chemical solutions.
- o Operates, calibrates, and maintains lab equipment.
- o Maintains inventory.
- o Prepares requisitions.
- o Maintains records.
- o Prepares reports for state and federal agencies.
- o Records data manually and electronically.
- o Responds to customer complaints and analyzes samples as necessary.
- o Supervises the work of assigned personnel.
- o Trains plant personnel in laboratory methods.
- o Develops and amends standard operating procedures.
- o Collects samples.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the operating procedures of the county's water treatment plant.
- o Knowledge of the basic chemistry and biology.
- o Knowledge of occupational hazards and safety precautions necessary for the safe operation of a water treatment plant.

- o Knowledge of chemical application in the water treatment process.
- o Knowledge of basic arithmetic.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in the operation of a TOC analyzer and other specialized laboratory equipment.
- o Skill in oral and written communication.
- o Skill in the planning, directing, and supervising the work of personnel.
- o Skill in planning and meeting deadlines.
- o Skill in compiling and analyzing data.

SUPERVISORY CONTROLS: The Assistant Water System Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Safe Drinking Water Act, the Department of Natural Resources Drinking Water Program regulations, standard methods for the examination of water and wastewater, county policies and procedures, and laboratory standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management and technical laboratory duties. Equipment malfunctions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the laboratory operations of a water treatment plant. Success in this position contributes to the efficiency of Water System operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other municipal water systems, state or federal agents, customers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an laboratory, water treatment plant, and outdoors. The employee may be exposed to contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

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- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain state certification as a water or wastewater analyst as appropriate.

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