

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL LAB SUPERVISOR

Job Number: 196930

Date Finalized: 11/16/2018

Service Area: Public Services Service Unit: Water Treatment	Accountable To Service Unit Manager (or his/her designee)
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary To provide supervisory and related duties for the Environmental Services and Process Laboratory. Assist in coordinating and achieving laboratory services relative to the water quality goals for the City of Ann Arbor related to source water (surface and ground), drinking water, storm water, wastewater and other City needs. To assure laboratory method development and staff training and to assure budget planning and purchasing for the laboratory. To serve as the Laboratory Information Management System (LIMS) administrator for the City. To participate in customer involvement opportunities and investigate and resolve customer water quality issues in conjunction with other staff. To assist with monitoring compliance oversight for the water and wastewater treatment services units. To maintain State of Michigan lab certifications.	
Duties - Incumbent may be responsible for, but not limited to, the following duties: <u>Essential Duties</u> • Supervise City of Ann Arbor Environmental Services Laboratory Staff • Assist with financial management of the laboratory including purchasing and budgeting • Function as a Chemical Hygiene Officer; lead/assist with safety training and compliance oversight • Function as the LIMS administrator, providing support to laboratory and operations staff • Supervise, facilitate and manage training, professional development and performance of laboratory staff • Supervise, facilitate and manage planning of laboratory projects and scheduling of work assignments • Supervise, facilitate and manage the development and administration of in-plant and external training and testing for personnel outside of the laboratory as it relates to sample protocol, equipment use and sample analysis • Assure development and implementation of new laboratory methods • Assure timely reporting for regulatory compliance and respond to client needs • Be responsible for laboratory certification and Quality Assurance / Quality Control (QAQC) compliance • Assist with identifying, prioritizing and participating in special projects to benefit drinking water, wastewater or stormwater programs • Order, receive, issue and maintain record of laboratory equipment and materials and supplies • Manages all aspects of obtaining contracted services associated with laboratory sampling, testing and related activities	

Related Work

- Participates in personal development
- Participates in analytical studies and research involving laboratory work
- Participates in public information and educating the public on environmental issues affecting the community
- Responds to customer water quality concerns and trains Environmental Laboratory Staff to respond
- Makes house calls to collect water samples to troubleshoot customer water quality concerns
- Participate in AWWA and/or WEF committees
- Performs related work as assigned

Knowledge of: (position requirements at entry)

- Chemistry, microbiology and environmental studies
- Basic knowledge of Quality Assurance / Quality Control (QAQC)
- Standard laboratory principles and procedures
- Safety rules, codes and regulations pertaining to work and laboratory practices and procedures
- Proper operation, use, maintenance and handling of laboratory materials, chemicals, media, instruments and equipment
- Principles and best practices of personnel management and supervision
- Budget management and planning

Skills and Ability to:(position requirements at entry)

- Understand and implement Michigan Department of Environmental Quality and Environmental Protection Agency regulations testing requirements, laboratory methods and reporting regarding drinking water, wastewater, storm water and related environmental programs
- Understand drinking water treatment and distribution systems, wastewater treatment and collection systems, storm water systems and watersheds
- Understand and implement Occupational Safety and Health Administration regulations
- Identify needs and implement solutions
- Work as a team member
- Perform a broad range of supervisory responsibilities over others
- Express ideas clearly and concisely, both orally and in writing
- Deal effectively with the public
- Be innovative and resourceful
- Demonstrate proficiency in time management and organization management
- Use computers and related software including word processing, spreadsheets, databases, and presentations
- Demonstrate leadership skills, including performance management, coaching and employee development, team facilitation and communication and customer relations

Equipment

Personal computers, miscellaneous office equipment, boat, laboratory instruments and equipment and safety and personal protective equipment (PPE).

Training and Experience (position requirements at entry)

Required:

- Graduation from an accredited four year college or university with a major in a scientific discipline including a minimum of two years college chemistry and two years of biology

- Five years of broad laboratory experience encompassing organic chemistry, inorganic chemistry and microbiology
- Two years supervisory experience
- Experience in water and/or wastewater laboratories

Preferred:

- Experience with LIMS

Licensing Requirements (position requirements at entry)

N/A

Physical Requirements:

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this classification typically require: reaching, stooping, kneeling, crouching, climbing, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Move and lift light objects weighing up to 20 pounds such as mail, files and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain sitting or standing for extended periods of time.

Position incumbent may be required to mix chemicals for testing and work with biological contaminants requiring the use of both normal and specialized protective equipment. Some lifting and moving of objects such as sample containers weighing up to 50 pounds may be required. Also, the ability to bend and stoop to retrieve samples weighing up to 50 pounds may be required. The ability to distinguish colors while conducting chemical tests and respond to various audible alarms coming from testing equipment may be required. The physical ability to enter into and exit a boat, carrying equipment, samples, etc., if necessary (rowing may be required).

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Description Prepared By

Staff & Janice Skadsen 2/14/05 / HR Review 2/22/05 & 2/23/05 (RMM) ; 3/11/05 by Janice Skadsen, Sue McCormick, Craig Hupy / RMM Review 3/14/05; t 6/09 S. Bahl / E. Kenzie / RMM; 4/18/11 Molly Wade

Updated by Brian Steglitz/ HR Review- AW, JC/ Union Approved 9/8/2016 by Chuck Fojtik/Updated by Brian Steglitz/ HR Review – AW, JC/ Reviewed by Legal – M. Radabaugh 10/29/2018/Union Approved by Chuck Fojtik on 11/16/2018