

LABORATORY MANAGER

SUMMARY:

Under general direction, plans, organizes, directs and controls the City's Laboratory Services and Industrial Pre-treatment Program operation, coordination, supervision efforts dedicated to laboratory services for water treatment, water distribution, waste water collection, wastewater treatment, preserves monitoring, WCA monitoring, drinking water wells, and water resources systems; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Plans, organizes, directs, evaluates, and coordinates laboratory services and industrial pre-treatment functions.
2. Develops and maintains a regulatory compliance program for the water plant, wastewater plant, industrial pretreatment program, and water resources.
3. Plans and directs laboratory analysis of water, drinking water, waste water, storm water, industrial pretreatment, fats, oil, and grease.
4. Develops and implements laboratory and industrial pre-treatment budget.
5. Investigates, and responds to citizen's questions and inquiries on all water quality issues.
6. Develops goals and objectives and/or policies and procedures.
7. Performs full supervisory responsibilities for assigned staff; interviews, trains, motivate, assigns, and evaluates work, and disciplines employees according to established City procedures, conducts performance appraisals of assigned employees.
8. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of chemistry, biological process and analysis as it relates to drinking water and waste water treatment.
- Knowledge of accounting, procurement, and budget methods and practices.
- Knowledge of planning skills and management techniques related to NELAC certification of state certified laboratories for water and wastewater.
- Skills in delegating, assigning, reviewing, and evaluating work.
- Skills in scheduling and prioritizing manpower and projects.
- Skills in project development application management.
- Skills in communicating effectively both orally and in writing.
- Skills in supervising others, communicating effectively with members of the general public, elected officials, and other employees.
- Ability to organize and analyze information and formulate recommendations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Chemistry, Biology, Science, Microbiology, or related field and five (5) years laboratory experience

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including two (2) years supervisor experience, or any equivalent combination of training and experience. A valid Florida driver's license is required or ability to obtain within 30 days from date of employment.