



WASTE WATER TREATMENT PLANT LABORATORY SUPERVISOR

Department: Planning and Public Works
Job Class #: 933900
Pay Range: Professional 09

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible administrative and supervisory work directing the operation of the Pierce County Wastewater Laboratory, Industrial Pretreatment Program, Accidental Spill Prevention Program, and Biosolids Management Program.

SERIES CONCEPT: The classification is the supervisory level of the Wastewater Treatment Plant Laboratory job series. The WWTP Lab Supervisor is distinguished from other job classifications by having specialized knowledge of water quality program issues and environmental-related regulations. This classification has the authority for direct and indirect supervision of staff, including subordinate supervisors.

ESSENTIAL FUNCTIONS:

- Ensure all laboratory tests required by N.P.D.E.S. permit, pretreatment regulations, solid waste regulations and for process control are performed as scheduled by approved methods and are properly reported to the appropriate agency or individual.
- Oversee the Biosolids Management Program in compliance with local, state and federal regulations. Obtain permits, submit tests and reports, attend public meetings and coordinate Biosolids hauling and contracted acceptance.
- Develop and implement the Industrial Wastewater Pretreatment and Accidental Spill Prevention Programs as required by the E.P.A. and Department of Ecology.
- Prepare and administer annual budget for the laboratory, pretreatment program, Biosolids hauling and for contracted Biosolids utilization.
- Develop interagency agreements with other municipalities, in cases where sewer service areas overlap political boundaries, specifying responsibilities for industrial pretreatment activities.
- Establish and implement policies, plans, procedures and standards for the efficient and effective operation and maintenance of the laboratory.
- Provide planning leadership and direction and develops short and long range plans; develop and prepare data for reports and recommendations.
- Analyze needs and recommend improvements to the existing laboratory.
- Ensure that managers, appropriate personnel and agencies are apprised of laboratory test results, pretreatment activities and Biosolids issues by submitting technical reports and updates.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.

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ESSENTIAL FUNCTIONS: (continued)

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general supervision of the Treatment Plant Superintendent. An employee in this classification works independently. Work is reviewed for success of the overall program through reports, meetings, and results achieved. This classification supervises the Lab Analyst, Lab Technician, and Pre-Treatment staff assigned to the work unit.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in a laboratory environment with exposure to hazardous materials. May be required to handle or work with toxic and /or hazardous substances and appropriate safety precautions must be taken. Field work may include water analysis monitoring activities around bodies of water.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, standing for extended periods of time, and unassisted lifting of up to 50 lbs. associated with the job duties is required. Field work may involve driving to and from worksites and walking on uneven or rough terrain and around bodies of water.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision.
- Principles and practices of public administration and management.
- Technical analysis, methodology and equipment used in a wastewater laboratory.
- Safety precautions and occupational hazards involved in operating a laboratory.
- Applicable local, state and federal regulations.

Skill in:

- The use of job-related software, spreadsheet software and computers at the proficient level.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Develop and implement short and long range planning processes to meet department needs.
- Interpret a variety of guidelines and regulations governing laboratory analysis, pollution control and treatment plant processes and to present data with scientific accuracy and thoroughness.
- Plan, implement and review the effectiveness of an industrial inspection and pretreatment program.
- Effectively direct, persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Coordinate, perform and complete duties and assignments concurrently and in a timely manner.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with a Bachelor of Science degree in physical or natural sciences with the equivalent of a minor in chemistry. Master's of Science degree in chemistry, biological or environmental specialties is desirable. Five (5) or more years of wastewater treatment and laboratory experience, with at least three (3) in a supervisory capacity is preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A State of Washington Group III Wastewater Treatment Operator Certification is desirable. Possession of, or the ability to obtain, a valid Washington State Driver's license.