

DESERT WATER



LABORATORY DIRECTOR Operations Engineering Department

Range: 53
Salary:

JOB DEFINITION: Under general supervision; operates and maintains the water quality laboratory; plans, directs and coordinates the collection, analysis and reporting of water quality data; performs detailed, complex scientific studies and technical analyses; monitors and reports on Agency compliance with a variety of environmental protection laws and regulations; works with other Agency staff and outside consultants and specialists performing technical compliance and water quality studies; analyzes and recommends revisions to proposed federal, state and local environmental protection legislation and regulation that may adversely impact Agency operations; and performs related duties as assigned

SUPERVISOR: Assistant General Manager

REPORTS TO: Operations Engineer

DISTINGUISHED FROM LOWER RANGE POSITION(S):

There is no comparable job within the Agency to which this position can be distinguished; this position requires specialized training that is extensive with respect to technical, policy, and procedural knowledge.

EXAMPLE OF DUTIES:

Under direction of the Operations Engineer, conducts special studies and projects related to water quality; assists in the preparation of program budgets; performs various field chemical tests, and collects appropriate water and wastewater samples; prepares culture media; assist with updating, manipulating, and maintaining databases and files, providing a synthesis of information; operate office equipment including computers and supporting software applications; Assist in identifying, planning, organizing and scheduling the daily and long-term water quality activities as related to monitoring source water, reservoirs, treatment plant, distribution system and ground water sources; coordinates the implementation and maintenance of water/wastewater quality monitoring and testing programs to comply with federal and local regulatory requirements; Develops, updates, and implements required laboratory procedures and analyses; Requisitions chemicals, supplies, and equipment to perform assigned laboratory tasks; Trains staff to perform laboratory procedures and use of lab equipment as necessary; assembles and processes raw data for use in summaries and reports including the Agency's annual Water Quality Report; coordinates with health and water quality regulatory agencies to implement required monitoring and testing programs; insures compliance with applicable state and federal environmental and water quality laws and regulations; prepares environmental permit applications; reviews survey and laboratory results; participates in negotiations to resolve differences and conflicts with regulatory agencies; prepares notices and participates in meetings; prepares monthly monitoring reports for the submission to regulatory agencies; identifies and recommends monitoring and reporting requirements; participates in the review of projects and project alternatives to achieve compliance with existing environmental rules and regulations; prepares environmental sampling and health and safety plans mandated by federal, state and local law and regulation; analyzes and evaluates impacts of proposed federal, state and local legislation relating to water, recycled water, wastewater, biosolids, solid and hazardous waste, and related issues with regard to Agency Operations; periodically

reviews and recommends modifications to the Agency's water operating permit; attends meetings and conferences related to proposed and anticipated rules and regulations regarding water quality and environmental requirements, and other environmental and environmental-operational issues.

QUALIFICATIONS:

Schooling: Degree from a four-year college or university with a major in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science, with exposure to environmental and regulatory compliance programs (compliance experience in a public utility is desirable)

Certification(s): Possession of a minimum of an (American Water Works Association (AWWA) or California Water Environment Association (CWEA) Grade II Laboratory Analyst required. Possession of a California Water Environment Association (CWEA) Grade III Laboratory Analyst is required within 24 months of hire.

Experience: Minimum of three years in a similar position with a public agency is required.

License(s): Possession of a valid Class C driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record

Knowledge: Principles, theories and practices of environmental compliance planning, resources management and conservation biology as applied to a water, recycled water and wastewater utility; modern statistical methods and techniques used in environmental analysis; Agency water quality and water/recycled water operations, practices and procedures and their implications for environmental compliance; basic uses of geographic information systems data; construction permitting processes; federal, state and local regulatory development processes, their steps and influence points; applicable federal, state and regional environmental laws, regulations and court decisions and their requirements and impacts on Agency operations; principles, practices and techniques for managing regulatory compliance programs and activities; principles and practices of sound business communications; practices and methods for developing proposals and agreements for professional services; project management practices and procedures.

Ability: Perform complex environmental and biological analyses using computer equipment, environmental and geographical databases, surveys and land use maps; conduct independent studies with a high degree of accuracy; understand, interpret, explain and apply environmental laws and regulations to ensure Agency compliance; exercise initiative and judgment in carrying out relevant research studies; accurately collect and compile data; negotiate permit provisions on behalf of the Agency; design and implement environmental compliance programs and mitigation measures; prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials; reach sound conclusions and courses of action within established policy guidelines; communicate effectively orally and in writing; represent the Agency effectively with industry and professional groups and before public bodies; maintain a positive image of the Agency by both personal conduct and physical appearance at all times; work cooperatively and supportively with supervisors and staff of other Agency Departments; performs related duties as required.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Going up and down ladders, large vehicles, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples: Lifting of boxes, equipment

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Sitting at desk, driving or riding in vehicles

Standing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Standing on carpet, pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never
Examples: Use of computer, writing instruments, etc.

Respiratory (requiring use of respirator or face mask) yes no
Examples: When entering reservoirs, misc. agency facilities, as appropriate

WORK ENVIRONMENT:

Generally, work is performed indoors within the Agency Operations Center, which has a heating and air conditioning system. Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Engineering-Operations work areas, including, but not limited to: telephones, computers, computer printers, plotters, and calculators.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature Date

Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.