

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: LABORATORY DIRECTOR**

**CLASS CODE: 64**

**REPORTS TO: Director of Public Works**

**TYPE: FBE0**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Works under the supervision of the Director of Public Works. This classification shall serve as the Principal Analyst for the laboratory. Primary responsibilities of the Laboratory Director position are to plan, organize, coordinate and oversee the overall operation of laboratory activities and perform chemical, biological, and physical tests on raw and potable water, wastewater, influent and effluent, sludge, industrial wastes, biosolids, and soils; to analyze and record test results; and to oversee a variety of special laboratory projects, industrial monitoring and inspections for compliance with codes and laws regulating such uses. Carries out or oversees environmental programs such as the City's Pretreatment and Source Control Program.

**ESSENTIAL FUNCTIONS:**

Small motor skills, sense of smell and touch, ability to read instructions and prepare written reports, regular bending and reaching to collect water/wastewater samples using a bucket; use wide variety of laboratory equipment, analyze laboratory data, maintain accurate and thorough records of laboratory procedures and results; comply with governmental standards and regulations; collect and analyze samples from various locations; frequent bending, squatting and kneeling, able to walk on hard an uneven surfaces, give and receive oral instructions; lift items up to 50 pounds to level of waist. Work above floor level on ladders or other surfaces from 4 to 12 feet above the ground.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but are not limited to:*

- Train, supervise and evaluate the performance of laboratory staff; develop work performance standards; schedule and assign work and develop priorities; provide technical expertise as needed or requested.
- Establish and revise laboratory policies and procedures; develop and maintain appropriate quality control and quality assurance procedures; ensure compliance with current safety requirements; coordinate laboratory activities with other state and federal agencies and entities.
- Participate in long-range planning and budgeting processes; project personnel and equipment needs; develop and monitor the laboratory budget; approve purchase of equipment and supplies.
- Maintain knowledge of technological advancements in public health and environmental laboratory testing, computer applications and specialized instrumentation.
- Work cooperatively with health providers and health officials, regarding the identification of chemical and biological hazards; maintain confidentiality of information as appropriate.
- Prepare and maintain required documentation of test results; record and analyze data using computer hardware and software.

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- Maintain current knowledge of advances in laboratory technology; federal and state regulations; attend seminars, lectures, meetings and professional conferences.
- Provide technical consultation to other laboratories and health services programs.
- Perform laboratory testing which involves complex, non-standardized innovative procedures.
- Collects and/or oversees and directs collection of samples from commercial and industrial users; reservoirs, storm drain, sewer collection, and water distribution systems; and water and wastewater treatment facilities; performs and/or oversees and directs inspections and gathers information for permitting commercial and industrial users; performs and/or oversees and directs inspections and follow up with commercial and industrial water customers to ensure compliance with the City's Pretreatment and Source Control Program.
- Conduct a variety of chemical, biochemical and bacteriological tests of treatment influent and effluent and bodies receiving such discharges; reports findings in compliance with both internal requirements and those of regulating agencies.
- Collect and analyze a variety of samples, including digester samples, raw sludge samples, influent and effluent samples and activated sludge samples and other chemical and bacteriological tests on industrial wastes.
- Obtain samples and runs a variety of chemical tests regarding potable water and maintenance of water quality.
- Operate a variety of laboratory equipment as necessary to complete required analysis.
- Keep an inventory of laboratory supplies, chemicals and glassware.
- Maintain, clean and care for laboratory equipment and material.
- Monitor and review the results of the quality assurance/control program, analyze laboratory data and recommend treatment modifications, present data analysis in tabular and graphical formats.
- Ensure compliance with governmental regulations related to water and wastewater laboratory testing and analysis.
- Coordinate sample collection schedules with appropriate City staff as needed.
- Maintain State of California accreditation of the Fort Bragg Municipal Improvement District No. 1 water and wastewater analytical laboratory.
- Ensure laboratory is operated in accordance with the California Code of Regulations, Title 22, Division 4, Chapter 19, and such other state and federal regulations as appropriate.
- Review, and amend when necessary, the laboratory QA program and QA program manual at least annually, or whenever there are changes in methods used or laboratory equipment employed, in the laboratory structure or physical arrangements, or changes in laboratory organization.
- Interpret the City's environmental regulation requirements and develop programs to comply.
- Perform other related duties as required.

## **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Basic principles and practices in the fields of biology, physiology and/or chemistry.
- Quality assurance procedures applicable to a laboratory.

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- Bacteriological principles, techniques and terminology used in the examination of water, wastewater and environmental samples.
- Laboratory scientific resource material; laboratory equipment and its care.
- Methods of scientific research and relevant scientific theories.
- State and federal guidelines and regulations pertinent to laboratory safety and security.
- Principles of supervision, training and performance evaluation.
- Appropriate computer operations, software and peripherals.
- General rules for safe exposure and handling of chemical and biological hazards.
- Laboratory techniques, equipment, terminology, standards and procedures.
- Pertinent federal, state, and local laws, codes and regulations pertaining to water and wastewater treatment and environmental compliance programs.
- Proper sample collection procedures and techniques.
- Modern laboratory procedures, methods and computer equipment.

### **Ability to:**

- Plan, organize, coordinate and supervise varied complex projects.
- Provide technical guidance to staff.
- Analyze situations accurately and take effective action.
- Work cooperatively and effectively with others.
- Ensure proper safety precautions and procedures.
- Prepare budgets.
- Understand and follow oral and written instructions; communicate effectively both orally and in writing.
- Understand and enforce local, state and federal codes and regulations pertaining to domestic and industrial potable waters, wastewaters, and storm waters.
- Establish and maintain cooperative working relationships with the public, regulatory agencies and City staff.
- Keep accurate records and write clear and concise reports including summaries of field activities.
- Analyze and interpret test results.
- Conduct chemical, biological and physical tests.
- Effectively collect samples and specimens.
- Perform mathematical calculations.
- Operate analytical instruments.
- Use and maintain laboratory equipment.
- Use computers and a variety of computer software programs.

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**MINIMUM EDUCATION AND EXPERIENCE:**

- Possess at least a baccalaureate degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science; and
- Have at least three years experience in the analysis of water, wastewater, solid waste, hazardous waste or other environmental samples. A master's degree in any of the above disciplines may be substituted for one year of the required experience. A doctorate in any of the above disciplines may be substituted for two years of the required experience.

**SPECIAL REQUIREMENTS:**

- Possess a valid Class C or higher California driver's license.

**DESIRABLE EDUCATION AND EXPERIENCE:**

- Master's Degree in Chemistry, Environmental Water Resources, or related field.

**PHYSICAL REQUIREMENTS:**

Essential and marginal functions may require maintaining physical condition necessary for constant exposure to sun, working in low temperatures and high humidity environment, exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending, kneeling, squatting; frequent walking on uneven surfaces, use senses of vision, hearing and smell to diagnose problems; occasional use of self-contained breathing apparatus, lifting of items weighing up to 50 pounds, use of small motor skills, operating a motor vehicle, climbing flights of stairs, exposure to toxic laboratory supplies and wastewater treatment materials and byproducts.

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Manager Signature)

I have read and understand the contents of the job description:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Established 8/28/2006