

WASTEWATER TREATMENT LABORATORY MANAGER, 7840

Summary of Duties : Manages or assists in managing a major unit of or a division responsible for providing laboratory and scientific support services to the Bureau of Sanitation; directs and reviews a group of professional and technical laboratory staff responsible for providing chemical, bacteriological, biological, oceanographic, radiological, physical, control and research data on solid waste, air emission, and wastewater processing and receiving waters; and does other related work.

Distinguishing Features : A Wastewater Treatment Laboratory Manager directs and manages the activities of a group of professional and technical laboratory staff consisting of Senior Chemists, Chemists, Water Biologists, Laboratory Technicians, administrative, clerical, and other technical support personnel at various laboratory facilities for the Bureau of Sanitation. A Wastewater Treatment Laboratory Manager usually receives assignments in general terms, and must resolve difficult technical and administrative problems which arise in connection with laboratory analysis and the control of processes in the treatment of wastewater, industrial and solid waste.

The class of Wastewater Treatment Laboratory Manager is distinguished from lower level professional chemist and biologist classes in that the former has greater administrative responsibilities which may include directing the activities of a division, directing a group of units responsible for chemical or biological laboratory or marine monitoring activities of a major section, or acting as assistant division manager. This class is distinguished from the class of Sanitary Engineer primarily by the fact that the latter studies pollution problems in waste disposal in connection with other design, survey, specification, and plan preparation activities.

Examples of Duties : Develops and administers new policies, technical standards, and procedures for the laboratories; prepares or directs the preparation of work assignments, cost control procedures, and annual budget requests and estimates; directs the activities of laboratories responsible for providing chemical, bacteriological, biological, radiological, and physical testing of samples of liquids, gases, and solids collected from all phases of wastewater treatment and their ambient atmospheric environment, and of samples collected from ocean, harbor and river receiving waters; plans, schedules, assigns, and reviews the work for laboratory facilities or a major section of the Hyperion laboratory; directs quality assurance and quality control activities.

Prepares or directs the preparation of monitoring reports for State and Federal agencies; organizes and oversees the conduct of technical studies and research projects; prepares or directs the preparation of technical articles and special laboratory reports and makes

recommendations for improvements in processing, materials, plant installations, machinery and equipment; consults with Bureau and Division Heads, Plant Managers, and Shift Superintendents in coordinating testing, analysis, and control of wastewater and wastewater treatment facilities with the work of Public Works' Bureaus, other divisions in the Bureau of Sanitation, various State and Federal agencies, private laboratories, and consulting firms; represents the City at meetings, conferences and conventions concerned with wastewater treatment, testing, and analysis; recommends and consults on the design and operation of wastewater treatment plants, appurtenances, and processes; prepares or assists in preparing the Divisions annual budget; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles of chemistry, bacteriology, biology, and physics and of the laboratory procedures, techniques, and equipment relating to sewage and industrial sewage analysis; a good knowledge of the sources of information in fields related to wastewater examination; a good knowledge of principles of sanitary engineering as applied to the conveyance, treatment, and disposal of sewage; a good knowledge of the State and Federal laws and regulations related to water pollution control; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of Civil Service Commission Rules; a general knowledge of supervisory principles and practices; a general knowledge of MOU's as they relate to subordinate employees; the ability to initiate and carry on original and complex research projects; the ability to analyze, interpret, and apply effectively the results of routine and special laboratory examinations and projects; the ability to prepare clear and concise technical and administrative reports; the ability to plan, lay out, direct, and coordinate the activities of a technical laboratory staff at several wastewater treatment plants; and the ability to deal tactfully and effectively with employees, representatives of other organizations, and the public.

Two years of professional experience in a class at least at the level of Senior Chemist and which provides experience supervising laboratory work related to wastewater treatment **or** four years of professional experience performing a variety of chemical or biological laboratory or field tests of wastewater, marine water, industrial waste, or air in work related to wastewater treatment is required.

License : A valid California driver's license is required. Certification as a Laboratory Technologist Grade IV by the California Water Pollution Control Association may be required for some positions.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

Physical Requirements : Strength to perform average lifting up to 15

pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.