



## CLASS SPECIFICATION

1/11/18

## SENIOR WATER MICROBIOLOGIST, 7861

**Summary of Duties:** Supervises professional and technical scientific staff in a Division of the Bureau of Sanitation in activities related to compliance with microbiological water quality regulations and the performance of bacteriological, viral, helminth ova, and microscopic examinations; designs and implements programs to assess compliance with Federal and State water quality regulations; prepares complex analyses and reports required by various regulatory agencies; functions as a liaison with the public, environmental groups, and government agencies involved in water quality regulation; determines and establishes methods and procedures to be followed in conducting research programs; may assist in directing the activities of a small laboratory; and does related work.

**Distinguishing Features:** A Senior Water Microbiologist is distinguished from the class of Senior Water Biologist such that the former is involved with microbiological water quality regulations. A Senior Water Microbiologist is responsible for supervising the activities of microbiological testing in a laboratory facility. Specifically, the Senior Water Microbiologist oversees the bacteriological assessment programs for various water bodies, including waters of water reclamation plants, stormwater, watersheds, inland lakes, creeks, and rivers; as well as microbiological testing for the biosolids monitoring program. Analyses overseen by the Senior Water Microbiologist are specific to a microbiology laboratory: total and fecal coliforms, enterococcus, coliphage, helminth ova, and salmonella. Assignments are made in general terms a laboratory manager and are primarily concerned with planning, assigning, and reviewing the work of Water Microbiologists and Laboratory Technicians. An employee of this class is responsible for overseeing the development of in-house microbiological laboratory techniques, conducting research programs, making work assignments, reviewing microbiology test results, and writing and reviewing reports. This class also oversees programs for sewage spills, bacterial assessments, and epidemiological studies. A Senior Water Microbiologist frequently receives project directions, but not technical supervision. A Senior Water Microbiologist frequently contacts the LA County Department of Health Services, EPA and California regulatory agency testing laboratories, and other academic authorities in refining methodologies and up-to-date requirements. A Senior Water Microbiologist may assist in managing sections of the laboratory in the absence of a Wastewater Treatment Laboratory Manager.

Incumbents are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, training and professional development of subordinates.

**Examples of Duties:**

- Reviews and maintains standard operating procedures;

- Ensures the quality of all data generated through the activities of subordinate professional and technical scientific staff;
- May assist in designing and implementing programs in compliance with Federal and State water quality regulations;
- Functions as a liaison with the public, environmental groups, and government agencies involved in water quality regulation;
- Recommends purchase, design, and construction of new or improved measuring or testing equipment for use in the field;
- Requisitions supplies and equipment for the section;
- Recommends capital improvements such as new instrumentation or equipment;
- Assists in preparing operation and maintenance budgets for the section;
- Performs routine administrative responsibilities such as weekly reports to management, strategic planning and goals, and other related responsibilities;
- Administers progressive discipline and grievance handling;
- Fulfills supervisory equal employment opportunity responsibilities set forth in the City's Equal Employment Opportunity Program including communicating equal employment information to employees; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:****Knowledge of:**

- Microbiological principles and techniques applicable to the separation, preservation, and identification of microorganisms;
- State of the art methodologies, including the proper use and care of laboratory equipment;
- Safe working practices and procedures;
- OSHA regulations as applied to the laboratory and treatment plant environment;
- Water pollution regulations;
- The use, parts, and optics of the compound microscope;
- The use of field equipment;
- Laboratory procedures, particularly as related to bacteriological analyses of fresh water, marine water, and waste water;
- Proper use and maintenance of laboratory equipment, including the sterilization of equipment, supplies, and hazardous biological materials;
- Sanitary and safety procedures required in a laboratory;
- The California Department of Health Services and the Environmental Protection Agency regulations for bacteriological testing at public water supplies;
- Supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program; and
- City Personnel rules, policies, and procedures.

**The ability to:**

- Analyze and evaluate operations and develop policies and procedures to effect corrective actions;
- Initiate, layout, and supervise the performance of special analyses;

- Develop and administer special projects;
- Analyze, interpret, and prepare laboratory reports;
- Establish and maintain laboratory records;
- Deal tactfully and effectively with agencies, unions and public officials; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

Two years of full-time paid professional experience in the class of Water Microbiologist II with the City of Los Angeles, performing a variety of microbiological tests in a laboratory.

**License:** A valid California driver's license may be required.

**Physical Requirements:** Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching and handling; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.6 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.**