



WASTEWATER TREATMENT PLANT LABORATORY ANALYST

Department: Planning and Public Works
Job Class #: 933700
Pay Range: Professional 07

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 professional administrative and highly technical work overseeing the day to day operations of the Water Resources Section's Environmental Laboratory. An employee in this class works independently and is responsible for supervising staff and laboratory processes and functioning.

SERIES CONCEPT: This position is the first line supervisor of the Wastewater Treatment Plant Laboratory classifications. This classification oversees both Pretreatment and Lab Technician staff.

ESSENTIAL FUNCTIONS:

- 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.
- Ensure all laboratory tests for N.P.D.E.S. permit requirements, the Pretreatment Program, process control, and for outside sections, departments, agencies, and clients are performed as scheduled by approved methods and are properly reported. Results must be defensible in court of law.
- Help to maintain state accreditation of the laboratory by assuring staff are properly trained, appropriate analytical methods are followed, equipment is maintained and operating properly, and that the lab meets Quality Assurance/Quality Control guidelines and parameters.
- Assist with the preparation of the annual budget for the operation of the laboratory and manage the laboratory within the approved budget.
- Assist in the development of arrangements and contracts to provide analytical services for outside agencies or departments.
- Determine pricing schedules to be charged to outside clients for laboratory services.
- Oversee tracking of samples through the laboratory and reporting of results to appropriate clients or agencies.
- Assist in negotiating and administering contracts with private laboratories or vendors to perform services not offered by the Water Resources' laboratory.
- Oversee routine purchasing of instrumentation, equipment, and supplies for the operation of the laboratory.
- Assist with researching, evaluating, and specifying laboratory equipment, including complex instrumentation costing as much as \$250,000.
- Provide technical support and expertise for lab staff, the County, and clients concerning analytical procedures, methods, operation of equipment, interpretation of results, and other issues.

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ESSENTIAL FUNCTIONS: (continued)

- Supervise and performs quantitative and qualitative laboratory analysis of samples such as, wastewater, biosolids and sediment for physical, chemical, and microbiological characteristics by protocols such as Standard Methods, EPA 600, SW-846, ASTM, etc.
- Manage computerized functions and software for the laboratory, including management of laboratory data, sample tracking, Quality Control analysis, and reporting. Research, analyze, and recommend software and hardware to be utilized in the lab and by other sections. Serve as one of the technology coordinators for the plant.
- 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 direction and supervision of the Laboratory Supervisor through observation and evaluation of results obtained. This position supervises WWTP Lab Technicians and Pretreatment Technicians. Incumbents are expected to refer difficult matters to superiors.

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 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:

- Analytical chemistry, protocols, instrumentation, environmental sampling and analysis, quality assurance/quality control, as applicable to the operation of an Environmental Laboratory.
- Environmental issues, regulations and practices related to the analysis of environmental samples.
- Water, wastewater and biosolids chemistry, treatment, processes, utilization, and applicable regulations.
- Principles and practices of management and supervision.
- Industrial health and safety issues, occupational hazards, chemical hygiene, hazardous waste disposal, and applicable regulations.
- Principles and practices of effective supervision.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in:

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

Ability to:

- Supervise, plan, direct, and evaluate the work of professional, technical, and administrative staff.
- Evaluate laboratory needs, prepare and recommend an appropriate annual budget, and monitor budget activities.
- Conduct short and long term planning, and develop goals and objectives for the operation of the laboratory.
- Negotiate and administer contracts with consultants, vendors, providers of special services, and with other public agencies.
- Research and interpret environmental issues and regulations in order to determine impacts on the department, make appropriate recommendations, and maintain consistent compliance.
- Effectively 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.
- 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.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

MINIMUM REQUIREMENTS TO APPLY: Bachelor of Science degree in Chemistry, or in a closely related discipline with at least 45 quarter-hours (30 semester hours) of theory and laboratory course work in Chemistry in required and three or more years of directly related work experience in an analytical or microbiological laboratory setting, including one or more years in a supervisor/lead capacity is required. Additional experience or education may substitute for the recruitment requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of or the ability to obtain a valid Washington State Driver's license is required. Possession of a current State of Washington Wastewater Treatment Operator I Certification is desirable. Demonstrated physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment. Must be willing to work a varied work schedule.