CLASS TITLE: INSTRUMENTATION LABORATORY SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the administration and supervision of specialized instrumental analysis of water, wastewater, and the environment as assigned to the centralized Public Works Laboratory; and performs other related assigned duties.

ESSENTIAL TASKS:
• Plans, assigns, and reviews the work of subordinate technical personnel operating instrumentation who are responsible for performing wet chemistry analysis of water, wastewater, and environmental samples
• Reviews data to determine validity for release
• Develops guidelines for progressive cross-training program for operators of instruments
• Evaluates areas of concern in processing results
• Performs maintenance on instruments
• Assesses material and equipment needs for wet chemistry analysis and initiates appropriate purchasing requests
• Monitors and evaluates laboratory operations for wet chemistry analysis to ensure compliance with federal, state, and local regulations, as well as City and departmental policies
• Directs and trains subordinate technical personnel in the testing procedures and safety measures
• Initiates, researches, and implements new or improved testing procedures
• Alerts plant operating personnel to potential water, wastewater, or environmental problems and assists other Public Works personnel in solving the problems in a timely manner
• Maintains precise records and provides verbal and written reports
• Must report to work on a regular and timely basis
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, or a closely related field, and four (4) years of progressively responsible experience in chemical, environmental, water/wastewater laboratory experience, including one (1) year of operations and maintenance of specialized instrumentation such as the atomic absorption, gas chromatography or other designated equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, equipment, and technology of specialized instrumentation; considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of qualitative and quantitative chemical analysis; and considerable knowledge of federal, state, and local regulations pertaining to water, wastewater, and environmental standards. Ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, and feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and a valid Class "B" Water/Wastewater, or a Laboratory Certification as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting.
Class Code: 1148
EEO Code: E-01
Pay Code: ST-43

Group: Cultural, Legal, and Sciences
Series: Sciences

Effective date: June 20, 2012