

LABORATORY COORDINATOR

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for performing and/or overseeing the performance of experienced professional work in the chemical and microbiological analyses of wastewater and reclaimed water at the wastewater treatment plant, advanced water treatment facility, as well as ASR and monitor wells. Analyses are performed to show compliance with regulatory requirements and verify the efficiency of the treatment process. Incumbent is responsible for informing plant personnel of needed changes to operations to adjust efficiency. This position works under the general supervision of the Wastewater Treatment Plant Operations Manager but exercises independent judgment in accomplishing the work.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Performs physical, chemical, and microbiological tests of wastewater and reclaimed water using instruments and apparatus.
2. Determines and updates the methods and procedures used in the examination of wastewater and reclaimed water samples.
3. Acts as quality assurance officer, laboratory safety officer, and chemical hygiene officer.
4. Performs or directs the collection of wastewater and reclaimed water samples.
5. Supervises the work of plant operations personnel involved in the collecting and testing of samples.
6. Makes special chemical and microbiological studies in order to evaluate and improve plant processes.
7. Interprets test results and writes analytical reports.
8. Ensures that all District laboratories meet Occupational Safety and Health Administration (OSHA) safety standards.
9. Secures certification for the District's laboratory facilities from the Arizona Department of Health Services and ensures that certification is maintained.
10. Coordinates the reporting of analytical test results.
11. Maintains records of all laboratory testing.
12. Coordinates with Wastewater Treatment Plant Operations Manager and General Manager the reporting of analytical test results required by permit to the applicable regulatory agencies.
13. Evaluates instrumentation needs.
14. Demonstrates continuous effort to improve operations, decrease turnaround times and streamline work processes.

15. Updates the MSDS files to conform with regulatory requirements.
16. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of the principles of chemistry and microbiology.
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
4. Knowledge of the occupational hazards in wastewater treatment plants, their laboratories, and safety measures to be implemented.
5. Knowledge of the operation and care of specialized laboratory equipment.
6. Skill in laboratory techniques and following and adapting scientific methods and procedures.
7. Ability to perform a wide range of laboratory tests for wastewater and reclaimed water.
8. Ability to monitor and compare data for the purpose of determining compliance with required operating and safety standards.
9. Comprehend and make inferences from written material.
10. Ability to work in a variety of environmental conditions with exposure to the elements.
11. Ability to understand and follow oral and written instructions in the English language.
12. Ability to communicate both orally and in writing with co-workers and consultants.
13. Ability to deal effectively with people at all levels.
14. Ability to enter data or information into a PC, workstation terminal, or other keyboard device.
15. Ability to generate letters and technical reports in the English language. Writing must be concise, clearly organized, and have proper grammar, spelling and punctuation.
16. Ability to work safely without endangering self or others.
17. Ability to perform microscopic work for extended periods of time.
18. Ability to work with wastewater and the chemicals required to perform the laboratory analyses of wastewater and reclaimed water using only normal protective equipment.
19. Ability to review the work product of others to ensure conformance with standards.

REQUIRED TRAINING AND EXPERIENCE

This position requires a bachelor's degree in chemistry, microbiology or related field and two years of professional level experience in performing chemical and microbiological analyses in the public health or chemical laboratory field. Other combinations of experience and education may be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.