

Town of Yadkinville

JOB TITLE:	Lab Supervisor	REPORTS TO:	Public Works Director
DEPARTMENT(S):	WWTP Lab	APPROVED BY:	
EFFECTIVE DATE:	1/27/2008	REVISION NO.: 1	PAGE: 1

JOB SUMMARY

To supervise laboratory and analyze samples; maintain lab compliance and certification with North Carolina.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes samples from the wastewater plant and water plant for quality assurance by performing tests such as residual and total chlorine, effluent fecal chlorine, BOD and COD levels, conductivity, total solids, percent solids, total suspended solids and total dissolved solids, SOUR and OUR, total phosphate, metaphosphate and orthophosphate, pH and alkalinity, ammonia-nitrogen levels, fecal coliform plating, and manganese, iron and hardness levels.
- Performs general lab duties by preparing reagents and glassware used in testing, maintaining housekeeping of the lab area, performing inventory and order supplies as necessary, reviewing lab data for potential problems within the plant or with the testing equipment, prepares monthly hours report for Town Board, and maintains a spreadsheet for grease trap pumping invoices, and submits to the Collection System Supervisor.
- Performs other duties as necessary, including preparing documentation for water plant and treatment plant inspections, checking the lab safety equipment and safety stations, maintaining quality control requirements for each test performed, maintaining laboratory certifications, maintaining a long-term monitoring plan, and monitoring the budget.

EDUCATION AND EXPERIENCE REQUIREMENTS

This position requires a 4 year degree in physical or environmental sciences, and at least 2 years experience as a wastewater or environmental laboratory technician.

LICENSE AND CERTIFICATIONS REQUIREMENTS

In-state driver's license, bacteria certification, QA Certification

REQUIRED COMPUTER SKILLS

This position requires basic computer skills, including knowledge of Microsoft Office and the Internet, and should be able to upload and download attachments and software.

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SPECIAL EQUIPMENT

Computer, printer, scanner, copier, DO meter, pH meter, NH₃-N meter, COD reactor, spectrophotometer, stir/hot plates, oven, incubator, furnace, balance, filtration assemblies, titration assemblies, water bath, autoclave, UV light sterilizer

INITIATIVE AND INDEPENDENT JUDGMENT

This position requires some independent judgment. There are instances that require quick, reactive thinking; however most activities are detailed out based on pre-set standards.

RESPONSIBILITY FOR ERRORS

The Lab Supervisor is responsible for testing for and notifying the proper authorities of any problems with the wastewater plant or drinking water quality. Failure to decide or act, or to make a decision that proves to be wrong could result in lost time or money; hazardous conditions for humans, plants, terrestrial and aquatic life; or sickness/disease.

SUPERVISORY RESPONSIBILITIES

The Lab Supervisor is responsible for supervising the WWTP Lab. These responsibilities include, but are not limited to assigning and checking work, disciplining, handling grievances, establishing work methods, carrying out established policies, establishing performance standards, maintaining quality and quantity standards, and organizing work.

CONTACT WITH OTHERS

The person(s) in this position will be in routine contact with other employees of the wastewater treatment facility, state certification board and technical service/maintenance employees.

SUPERVISION RECEIVED AND EXERCISED

The person(s) in this position is supervised by the Public Works Director; however most work directives are from standards set by the state. Work is reviewed by the Public Works Director and other State Officials.

CONFIDENTIAL DATA

None – all data is public record

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PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves mostly standing, with some walking and sitting. The employee may occasionally be required to lift or carry up to 40 lbs.

This job required use of both arms and both legs, and necessitates frequent stooping, kneeling, crouching, and reaching, and using hands to feel, finger or handle objects.

Normal hearing and speaking abilities are required by this job, and there are instances when being able to hear or speak in a whisper, or shouting, is necessary. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to see color. Wearing contacts or glasses is permitted in this job.

This job requires working mostly inside, near, alone and with others. This job requires infrequent outdoor working conditions, with some exposure to extreme temperatures and humidity. Although unlikely, there are potential hazards for this job that include electrical, burn, or explosive hazards. Other conditions that a person in this position may occasionally be exposed to are fumes, odors, dust, mist, or poor ventilation.

Depending on the actual task, some protective clothing and safety devices may be required: safety glasses/goggles, aprons, masks, safety shoes, and gloves.