



JOB DESCRIPTION

Laboratory Director

FLSA STATUS: Exempt **GRADE:** 10

REPORTS TO: Deputy Executive Manager of Operations **DIVISION:** Operations

WORK LOCATION: GBRA Laboratory

EFFECTIVE DATE: 05/2018

SUMMARY

Supervise and instruct laboratory analysts/technicians performing routine and complex chemical, bacteriological, algal, and physical tests and analyses of raw, partially treated, and treated potable water and wastewater that assist water and wastewater operating personnel determine efficiency of plant processes and ensure plant effluents and natural streams meet local, State and Federal regulations. Personally perform tests as circumstances warrant. Provide technical advice to other water and wastewater plant laboratories of GBRA. Follow and adhere to current The NELAC Institute (TNI)/National Environmental Laboratory Accreditation Program (NELAP) standards and other regulatory agencies requirements. Perform internal audits as necessary and respond to findings of mandatory audits performed by regulating agencies. Develops and manages the Laboratory budget. Supervises up to twelve (12) lab personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise the day-to-day activities of lab personnel to include: scheduling, training, guidance and counseling, hiring, discipline and performance evaluations.
- Prepare/review GBRA laboratory procedures as necessary, including all quality control procedures.
- Review/assess all yearly MDL/IDAC/CDAC/SOP documentation for all employees.
- Review/assess yearly certifications for equipment, PT results, and parameter/QM audits.
- Assure laboratory instrumentation and apparatus' are maintained and calibrated. Manage service contracts yearly.
- Perform various budgetary functions: prepare the annual budget, including recommendations for adjustments to relevant fee schedules, review and assess monthly budget reports ensuring expenditures are appropriate and within the approved budget, and maintain inventory records.
- Develop, implement and evaluate programs for effectiveness and accomplishments of business and financial goals.
- Attend Trainings/Workshops/Seminars/Conferences that are relevant to the laboratory (NELAP/Micro/Drinking Water Regulations/Wastewater Regulations).
- In collaboration with the Water Quality Department update and maintain accurate data in relation to the Clean Rivers Program analysis, WPP WQ analysis, etc.

- Actively engage with senior leadership to achieve strategic planning initiatives.
- Provide guidance towards marketing strategies.
- Collaborate with other departments within GBRA to ensure
- Review Corrective Action Forms and nonconformance issues.

ESSENTIAL JOB FUNCTIONS

- Knowledgeable of laboratory safety practices and procedures. Complete incident and accident reports. Implement recommended modifications identified during accident and incident investigations to prevent future recurrence.
- Office management functions include filing and organizing lab data, updating equipment information and records, maintaining laboratory supply inventory.
- Working knowledge of Laboratory Information Management System (LIMS) system.
- Provide services for lab tours/teacher workshops/career days for local schools/science fair projects.
- Ability to balance and manage competing high priority work demands.
- Skill in providing leadership, direction, cohesion and supervision to staff.
- Ability to maintain confidentiality.
- Work well in a team environment.
- Skill in negotiation and influencing others, including negotiating with customers and vendors regarding services and costs or any complaints or issues.
- Communicate effectively with internal individuals and external clients/auditors both orally and in writing.
- Perform other duties as assigned.

EDUCATION/CERTIFICATIONS

- Bachelor of Science degree in a science-related field with course work in chemistry, biology, microbiology and mathematics.
 - Master's Degree in Biology, Chemistry, or Environmental Science preferred.
- Must have a minimum of five (5) years laboratory experience performing inorganic chemical & microbiological analysis.
- Must have knowledge of the various regulatory agencies and their requirements.

Registrations and Licenses:

- Texas Driver's License
- Acceptable motor vehicle report (MVR).

EXPERIENCE

- A minimum of seven (7) years of laboratory experience is required with a strong good background in analytical techniques, experience with complex instrumentation typically found in an environmental laboratory.
- 3 years of documented laboratory management experience; must have supervisory experience.
- Familiarity with lab instrumentation and the elements of the NELAP is required.
- Capable of expertly using all of the methods and techniques commonly performed in an environmental laboratory.

- Advanced knowledge of Laboratory Information Management Systems (LIMS)

Special Requirements:

Must have extensive knowledge of the latest editions of the following:

- Standard Methods for Examination of Water and Wastewater
- Environmental Protection Agency (EPA) Methods for Chemical Analysis of Water and Wastes

Must be familiar with the following regulations:

- EPA 40 Code of Federal Regulations (CFR) Clean Water Act, Drinking Water Act and Guidelines Establishing Test Procedures for the Analysis of Pollutants
- Texas Administrative Code (TAC) Title 30 Environmental Quality

After sufficient internal training, the Laboratory Director MUST pass *Demonstration of Capability* prior to analysis of ANY parameter or lab function.

MANAGERIAL RESPONSIBILITIES

Yes

PHYSICAL DEMANDS

The physical demands 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.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary analytical equipment and computer programs. Must wear personal protective equipment, including a full-face respirator. Physical strength is required to lift forty-five pounds from waist height and lift twenty-five pounds overhead. Respond to visual and audible alarms. Hand-eye coordination, finger dexterity, depth perception and color vision are also necessary.

Working conditions:

The majority of the work is performed indoors in climate controlled, well lighted conditions. Some fieldwork does occur. Work hours may be irregular and occasionally work may be required on weekends. Must be available in emergency situations.

Travel:

Overnight travel to professional seminars and operating divisions of the Authority is occasionally required.

Equipment:

- Personal computers
- Various laboratory instruments and instrumentation
- Vacuum pumps

- Incubators, ovens, autoclaves and furnaces at temperatures varying from 20°C-550°C

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.