

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB380 Utilities Laboratory Services Manager
POSITION #/TITLE: 2456 Utilities Laboratory Services Manager	Adopted: 10-07
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Utilities/Laboratory	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Face, Head, Foot, Protective Clothing, Gas Monitor	

General Statement of Duties

Manages, supervises and evaluates the work activities for the Municipal Utilities Laboratory Services and performs related work as assigned.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all laboratory services employees.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the operational procedures and functions of the Water Pollution Control and Water Treatment Plant laboratories and related water quality programs;
 Develops and administers policies and procedures for work activities, projects and interrelated water quality programs;
 Plans and issues work schedules and related work assignments to laboratory services employees;
 Reviews Federal and State standards to determine laboratory compliance requirements including certification and develops protocols and procedures to ensure data quality and integrity;
 Serves as liaison to internal and external customers and responds to requests and inquiries concerning water quality programs, policies and procedures;
 Develops and coordinates an effective and efficient customer service program with emphasis on successful resolution of customers' water quality concerns;
 Provides technical assistance to other utilities managers concerning process controls, pilot programs/special studies and other ongoing environmental water quality programs and respective needs for analytical and other laboratory services;
 Reviews, validates and manages laboratory services analytical data and maintains related records;
 Manages the development of purchasing specifications and requests for proposals for the purchase of laboratory supplies and equipment and instrument repair/maintenance contracts;
 Plans and prepares annual budget proposals for the Utilities Laboratory Services and monitors expenditures during current fiscal year(s);
 Plans, develops and manages the Utilities Laboratory Services Chemical Hygiene Plan and monitors the Plan development and implementation in compliance with regulatory agency standards and guidelines;

Interviews applicants and manages the hiring process to fill vacancies;
Observes laboratory services employees training, development and periodically review respective job performance;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of environmental laws, regulations, requirements and guidelines pertaining to Clean Water Act and Safe Drinking Water Act;
Comprehensive knowledge of OSHA laws and requirements;
Comprehensive knowledge of laboratory procedures, processes and sampling techniques;
Thorough knowledge of the principles, procedures, analytical instruments/equipment and materials used in water quality analytical laboratory including on-line monitoring analyzers and similar devices;
Ability to communicate effectively and establish and maintain working relationships with regulatory agency representatives, laboratory personnel, industry representatives, engineers, Water Pollution Control and Water Treatment Plant operations personnel including managers/environmental specialists/production operators/supervisory personnel among other City employees and residents;
Ability to train, motivate, supervise and evaluate the work of laboratory services employees;
Ability to use desktop computer and to have working knowledge of data entry into the Laboratory Information Management System (LIMS);
Ability to prepare accurate and reliable technical reports in a timely manner;
Ability to initiate, design, conduct and participate in water quality oriented research projects;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, biology, environmental engineering or related field; and
Considerable experience in supervising a water quality control analytical laboratory; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa State driver's license.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to observe, monitor and evaluate laboratory procedures, sampling techniques and other related control measures;
Sufficient manual dexterity, which permits the employee to develop water quality projects and perform sampling assignments;
Sufficient personal mobility, which permits the employee to conduct laboratory testing procedures and inspect treatment facilities equipment.