SAUSALITO-MARIN CITY SANITARY DISTRICT
#1 FORT BAKER ROAD
P.O. BOX 39
SAUSALITO, CA 94966

LABORATORY DIRECTOR

DEFINITION

Under general supervision of the Operations Superintendent, to be responsible for the management of the District laboratory and the production of technically sound and legally defensible data.

IMPORTANT AND ESSENTIAL DUTIES

1. Coordinate and oversee the scheduling and collection of samples from wastewater collection and treatment facilities, and industrial and commercial discharges.

2. Inventory, order, and properly maintain lab chemicals, supplies and equipment.

3. Train, oversee, and assist assigned operations personnel in chemical and biological analyses of wastewater samples.

4. Prepare reagents and media and calibrate lab instruments.

5. Maintain accurate, current, and complete laboratory data records.

6. Develop and implement quality control and quality assurance programs.

7. Prepare monitoring reports and other reports required by regulatory agencies or requested by the General Manager.

8. Establish laboratory procedures for new analyses based on Standard Methods and permit requirements.

9. Perform complex laboratory analyses such as BOD, pH, solids, alkalinity, volatile acids, coliform, bioassays, ammonia, sulfides, etc.

10. Ensure laboratory practices and procedures are in accordance with acceptable occupational and environmental safety standards so that standards for certification are met.

11. Perform all tasks in a safe manner, observing all safety regulations in the performance of assigned duties.

12. Work with commercial laboratories to obtain analyses not performed by District laboratory.

OTHER JOB RELATED DUTIES

1. Meet with representatives of regulatory agencies as needed.

2. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of biology and organic, inorganic and analytical chemistry as used in wastewater laboratories.
- Basic principles of wastewater treatment processes.
- Laboratory safety methods and procedures.
- Computer systems and software.
- Sampling methods.
- Principles of planning, organizing and supervising the work in a laboratory.

Skill to:

- Operate a motor vehicle safely.
- Operate computer equipment.

Ability to:

- Effectively plan, organize and execute work.
- Establish laboratory procedures based on Standard Methods and permit requirements.
- Complete and maintain accurate and clean records and reports.
- Operate and calibrate laboratory instruments and equipment.
- Train assigned Operators in laboratory procedures and methods of analyses.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Develop and maintain quality assurance and quality control programs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience

Two years of experience in laboratory analytical methods and techniques.

Training

Equivalent to a completion of a Bachelor's degree from an accredited university or college in organic or analytical chemistry, biology, environmental science, sanitary engineering, or related field.

LICENSE OR CERTIFICATE

Possession of an appropriate valid driver's license, and a motor vehicle record which meets the District's Driving Standard Procedures.

Possession of a Laboratory Analysis certification by the California State Water Resources Control Board is desirable, but not required.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:
Ability to sit, stand, walk, stoop, reach, twist, climb; exposure to extreme noise, outdoors, electrical hazards, chemicals, dust, domestic waste and mechanical hazards.