

## **CITY OF CHATTANOOGA**

### **Classification Specification Title: Manager Laboratory Services (Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.12E**

**Supervision Received From: Deputy Dir. Wastewater Services FLSA Status: Exempt**

**Supervisory Responsibility For:**

**Established: 6/29/07**

**Laboratory Intern; Laboratory Technician 2; Chemist; Revision Dates: 4/16/25;  
Laboratory Technician 1; Environmental Compliance Manager 12/11/23; 10/20/23; 10/3/22**

#### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing laboratory resources and analyzing environmental samples from the Moccasin Bend Wastewater Treatment Plant, Landfills and stormwater monitoring. Duties include reviewing data for accuracy; preparing laboratory reports; managing laboratory databases; developing and maintaining the laboratory quality control program; maintaining proper stock of chemicals & supplies; budgeting; purchasing and maintaining laboratory instruments; ensuring compliance with state and federal regulations and supervising staff. Work is performed with general direction, working from broad goals and policies.

**SERIES LEVEL:** Manager, Laboratory Services is the fifth level of a five-level laboratory series.

#### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervise lower-level laboratory staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manage and provide oversight regarding the implementation and maintenance of a comprehensive water quality laboratory program which includes planning, coordinating, administering and evaluating programs and related projects, processes, procedures, strategic planning and standards; ensures compliance with federal, state and local laws, regulations, codes and/or standards and coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Prepare and administer division budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Review, prepare and disseminate a variety of reports related to laboratory results and data including applicable federal, state and local legally-mandated reports.

Manage applicable laboratory databases which include configuring components of the databases; creating variables; performing routine database maintenance activities; archiving old data; updating references and libraries; facilitating the export of laboratory databases to other databases and performing other related activities.

Develop, maintain and oversee the quality control system for the laboratory which includes ensuring the quality of sampling and other procedures related to regulatory requirements; preparing and maintaining quality control documents; overseeing the development of laboratory standard operating procedures; reviewing quality control practices; preparing quality control charts and utilizing them to assess the acceptability of data being analyzed; designing and updating raw data sheets; providing technical guidance to personnel regarding test methods; overseeing the development of new methods and performing other related activities.

Collaborate with and coordinate activities with other internal departments, citizens and external agencies.

Participate in/on a variety of meetings, committees and/or other applicable groups in order to receive and/or convey information.

Oversee the pre-treatment program.

Maintain inventory of supplies, tools, and equipment required for laboratory analysis and environmental sampling; monitors the maintenance of analytical equipment; procures needed supplies, tools, and equipment.

Prepare and solicit short-term bids from vendors including defining specifications and recommending vendor selection.

Monitor the work of external contractors, ensuring compliance with contract terms and conditions and authorizing contractor payments.

Provide expertise and guidance on water quality laboratory management issues.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Biology, Chemistry or related field and four (4) years of progressively responsible laboratory analysis experience, must include experience in laboratory quality assurance and one (1) year supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION

Knowledge of managerial principles; budgeting principles; laboratory quality assurance and control practices and procedures; database management principles and practices; chemistry principles; biology principles; applicable federal, state and local laws, ordinances, codes rules, regulations, policies and procedures; inventory management principles and practices; contract management principles; program management principles and mathematical and statistical principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; developing and implementing program goals and objectives; coordinating activities with multiple interested parties; performing mathematical and statistical calculations; analyzing and interpreting a variety of water quality laboratory data and information; preparing a variety of reports; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; developing and monitoring budgets; developing standard operating procedures; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; developing and maintaining databases; managing a water quality laboratory program; managing and evaluating the work of external contractors; maintaining inventory and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.