



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LABORATORY SUPPORT TEAM MANAGER

Group-Section: Water System Operations Group	FLSA Status: Exempt Bargaining Unit: SUPV	Salary Grade: 56 Job #: TM075
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JOB SUMMARY

The Laboratory Support Team Manager is responsible for managing and supervising staff and overseeing sample collection; relinquishment and transfer of water quality samples; preparing sample containers and collection lists; managing laboratory waste streams; preparing reagents, buffers, and microbiological media; and other laboratory sample handling duties.

OVERSIGHT

Supervision Received: Receives direction from Unit, Section, Assistant Group, or Group Manager.

Supervision Given: Manages and supervises a staff of technicians and paraprofessional employees.

JOB DUTIES

1. Manages laboratory sample receiving and laboratory sample preparation activities.
2. Manages regulatory compliance water sample collection and field water quality analysis activities.
3. Ensures adherence to safety policies and procedures related to water quality sample collection and handling, as well as other laboratory activities.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, and performance assessment; and reviews work for thoroughness, adherence to water quality assurance standards, and accuracy of results.
5. Ensures emergency sampling kits are maintained and distributed to appropriate facilities and field locations.
6. Assesses employee competencies and develops training plans; discusses future professional development with staff; and provides laboratory safety training.
7. Provides general administration of the team including establishing and tracking team goals and objectives; analyzing team activities and preparing reports; developing and monitoring team budget; evaluating resource needs and preparing staffing and consulting requests; and reviewing and approving time, reimbursement requests, and purchases.
8. Acts as project manager on various water quality issues, as appropriate.
9. Meets with other team managers and water system operations staff to evaluate and coordinate projects; and provides technical assistance to member agencies.
10. Assists in developing team and unit policies, methods, and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, and records management.

11. Provides support and guidance to ensure team activities are in alignment with Water Quality's strategic planning process.
12. Contributes to the development of goals and activities to ensure the Water Quality Section can meet current and future challenges.
13. Makes technical presentations to management, staff, and outside agencies.
14. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in a related field from an accredited college or university and four years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree from an accredited college or university and two years of increasingly responsible relevant experience, of which one year must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Supervisory methods and techniques; team building; current and proposed state and federal drinking water regulations; Environmental Laboratory Accreditation Program procedures and requirements; policies, principles, and regulations related to compliance with chemical and bacteriological sample collection; quality assurance and quality control principles; mathematics and statistics; administrative practices; laboratory and environmental health and safety policies, practices, and procedures; reporting and public notification requirements; laboratory information management systems and data management, emergency response policies, procedures, and protocols; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; relevant federal, state, and local laws; project management; contract administration; and trends and emerging technologies of water quality issues.

Required Skills and Abilities to: Compose and review plans and reports; review and understand mathematical, engineering, and scientific concepts; interpret and analyze summarized scientific data; determine training needs; exercise judgment and discretion; operate computer equipment and use a variety of computer software packages to include but not limited to word processing and spreadsheets; encourage and facilitate cooperation; communicate effectively both orally and in writing on administrative and technical topics with both scientific and non-technical audiences; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective working relationships with coworkers, other agencies, regulatory agencies, and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Job Title: Laboratory Support Team Manager

Job Code: TM075

Effective Date: 06/30/19

Adopted: 08/27/19

Revised:

Supersedes:

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Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

Drinking water distribution operator certification (e.g. D1, D2, D3 or above); Cross connection control and/or backflow prevention certification; Knowledge of the principles of First Aid, CPR, AED, and other trade-related safety.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements.