



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LABORATORY SERVICES UNIT MANAGER

Group-Section: Water System Operations Group - Water Quality Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 68 Job #: UM037
---	--	--

JOB SUMMARY

The Laboratory Services Unit Manager is responsible for managing and supervising activities and duties in the following disciplines: business office and administrative support; documents, reports, and records management activities and requirements; contracts and grants administration; laboratory maintenance, repairs, and capital improvement projects; water quality sample collection and receiving; data management and Laboratory Information Management System (LIMS) services; ensuring continued laboratory certification in accordance with the California Environmental Laboratories Accreditation Program (ELAP) requirements for the laboratory's Quality Management Program; and other laboratory services and support activities as needed.

Areas of responsibility include management and planning of the activities and duties of the Business Support, Laboratory Support, and Quality Assurance Teams.

OVERSIGHT

Oversight Received: Receives general direction from the Section, Assistant Group, or Group Manager.

Oversight Given: Manages and supervises through subordinate managers and supervisors a staff of chemists, microbiologists, water quality field samplers, laboratory technologists, information technologists and administrative support.

JOB DUTIES

1. Manages all activities related to laboratory sample collection, handling, documentation, and reporting in accordance with ELAP's Quality System requirements to achieve compliance with state and federal water quality regulations.
2. Ensures that all applicable sampling, testing, and analyses programs are properly implemented.
3. Maintains proficiency in applicable drinking water methods (current and future) and works with water quality staff to ensure 100% compliance with Metropolitan's water quality goals.
4. Develops and maintains quality assurance programs to ensure compliance with applicable operating regulations and meets accreditation standards set by the state and federal governments; and investigates water quality problems or irregularities to identify causes, determines proper remedies, and takes appropriate corrective actions.
5. Analyzes and prepares technical, scientific, economic, and/or financial information for assigned projects; and reviews and evaluates proposed agreements, technical documents,

scientific manuscripts, and project plans for compliance with applicable standards, guidelines, and objectives.

6. Ensures that all hazardous materials and hazardous waste procedures are adhered to. Manages the laboratory safety officer and committee to administer the required safety procedures and ensures that safety procedures are in place and complied with.
7. Establishes goals, objectives, and priorities that support Water Quality's strategic planning process.
8. Identifies and develops capital investments and maintenance projects needed to meet water quality compliance objectives, regulatory requirements, and customer demands for high quality water; plans, develops, and/or approves schedules, priorities, and standards for achieving goals.
9. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchase of and ensures the proper inventory and accounting techniques of all materials, chemicals, and equipment; and evaluates and approves bids for equipment and service contracts.
10. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.
11. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans. Works with consultants on projects to ensure compliance with specifications and successful outcome.
12. Represents Water Quality Section Manager in his/her absence as appointed by the Section or Group Manager.
13. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in biology, chemistry, environmental science or related scientific field and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university in biology, chemistry, environmental science or related scientific field and eight years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Job Title: Laboratory Services Unit Manager

Job Code: UM037

Effective Date: 06/30/19

Adopted: 08/27/19

Revised:

Supersedes:

Page: 2

Required Knowledge of: Drinking water regulations; laboratory facilities safety and administration requirements; action plans and response policies and procedures related to water sample collection and testing anomalies; ELAP's Quality System requirements; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; relevant federal, state, and local laws; project management; contract administration; trends and innovative technologies for water quality related sampling and data handling; and experimental design and methods development.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze technical results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, academic groups, special interest groups, and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, representatives of the scientific community, water industry, regulatory agencies, special interest groups, and the public; use business and scientific applications; prepare presentations for executive management, Board of Directors, and member agencies; and prepare and make presentations on technical issues to peer scientific forums.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

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.

Job Title: Laboratory Services Unit Manager

Job Code: UM037

Effective Date: 06/30/19

Adopted: 08/27/19

Revised:

Supersedes:

Page: 3

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