

# METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

## CLASSIFICATION DESCRIPTION

<b>Classification Title:</b>	<b>PLANT LABORATORY SUPERVISOR</b>		
<b>Bargaining Unit:</b>	03- Supervisors Association		
<b>Class Code:</b> <u>  139  </u>	<b>Grade:</b> <u>  55  </u>	<b>EEOC Category:</b> <u>  1  </u>	<b>Overtime Exempt:</b> <u>  Y  </u>
<b>Typical Career Progression:</b>	Plant Laboratory Supv. / Junior Chemist / Laboratory Technologist		
	/		
	/		
<b>Group:</b>	Water System Operations /		
	/		
<b>Reports to:</b>	Operations & Maintenance Manager / Asst. Operations & Maintenance Manager		
	/		
	/		

### **JOB SUMMARY**

Supervise all plant laboratory functions to ensure compliance with testing, treatment, documentation and reporting regulations mandated by the California Department of Health Services and the United States Environmental Protection Agency in order to provide safe, potable water for public consumption and achieve full compliance with primary drinking water standards.

**ESSENTIAL FUNCTIONS** –*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Supervise and perform chemical and biological analysis related to the water treatment process to ensure accurate analyses of water quality. Recommend treatment alternatives on the basis of test results to ensure a safe, potable source of drinking water for public consumption.
2. Supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance and building a motivated, effective team to ensure that organizational goals for diversity career development, productivity, performance management, and employee involvement are met.
3. Supervise record-keeping of test analyses results by plant lab staff and operations employees to ensure compliance with Metropolitan, state, and federal standards and regulations. Ensure that reporting of testing problems and irregularities meet all time, treatment, and related requirements. Verify the accuracy of all test results in accordance with Metropolitan’s quality assurance program.
4. Conduct training for and periodically monitor results from plant operators, patrollers, and reservoir personnel involved in sample collection, residual readings, chlorination, dechlorination, water discharge, and related activities to ensure that appropriate procedures are followed.
5. Maintain a laboratory in accordance with all quality assurance standards to ensure retention of laboratory accreditation with the California Department of Health Services.

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6. Evaluate and recommend solutions related to turbidity, biological growth control and disinfection of off-site storage reservoirs to ensure delivery of safe, potable water. Monitor, evaluate, and recommend solutions related to chlorine and chloramine residuals in the distribution system in order to maintain water quality parameters at agency service connections. Monitor wastewater and sludge handling systems to ensure proper treatment and disposal in a cost-effective manner.
7. Prepare technical reports and documentation regarding identification and resolution of water quality problems, safety related issues, incident reports, timekeeping, vendor contracts, material requisitions, and other administrative functions.
8. Act as liaison between Operations and Water Quality Divisions and assist other units with miscellaneous tasks associated with water treatment processes to facilitate completion of relevant projects.
9. Conduct public relations and educational tours of the plant to enhance communication and understanding between Metropolitan and member agencies, the public, and representatives from other external organizations and governmental entities.
10. Perform other related duties as required.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's degree from an accredited college or university, majoring in chemistry, microbiology or a related science and 6 years of progressively responsible laboratory experience performing quantitative and qualitative analyses in an accredited water laboratory, 2 years of which must have been at the lead level.

**LICENSES/CERTIFICATION REQUIRED**

- Grade IV Water Treatment Operator certificate issued by the State of California
- Valid driver's license from state of residency equivalent to California Class C

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**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of (B/basic; J/journey; E/expert):**

- Water treatment regulations, processes and procedures in a water treatment system (E)
- Management/supervisory concepts and techniques (B)
- Inorganic chemistry and microbiology concepts and techniques (J)
- Relevant Metropolitan policies, procedures and standards related to water analysis and treatment (E)
- Emergency response policies and procedures (B)
- Environmental regulations relevant to testing and treatment (J)
- Safety practices and procedures (J)

**Skill and ability to:**

- Supervise a diverse work group
- Interpret water quality problems and irregularities and identify appropriate treatment alternatives
- Use and supervise use of specialized equipment, machinery and appliances in the chemical and microbiological testing area, including photometric analyzer, ion selective analyzer, incubators and sterilizer, jar test apparatus, turbidimeter, conductivity meter, and stereo star zoom microscope
- Prepare a variety of comprehensive administrative and technical documents and reports
- Prepare and deliver clear, concise, well-organized, and interesting presentations to a wide variety of audiences having varying levels of technical knowledge or sophistication
- Travel to various and remote sites within Metropolitan's service area

**PERFORMANCE CATEGORIES**

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Water quality standards
- Quality control of testing and reporting procedures
- Cost containment
- Productivity measures for lab, equipment, and employee performance
- Cross-training between lab and operations staff
- Internal and cross-functional teamwork
- Safety of the lab, equipment, and employees
- Compliance with state and federal regulations for laboratory activities
- External relationships with member agencies
- Employee development to meet agency near- and mid-term needs
- Selection and retention of workforce to meet diversity objectives

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**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY**

**Supervisory scope**

- Small work group of approximately 3 employees

**Project management examples:**

- Assess treatment plant performance involving an evaluation of the mixing of ammoniated water at the effluent portion of the plant. Conduct two separate plant flow tests to determine if this condition occurred. Collect samples for ammonia and pH analysis at different locations of the treatment plant. Prepare in-house report summarizing the final results.
- Coordinate cross connection control team for branch. Survey all water systems and recommend modifications to maintain safety of facilities' drinking water.
- Evaluate effectiveness of polymers from different manufacturers to establish a Metropolitan bid list for coagulant aids.