



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR MICROBIOLOGIST

Group-Section: Water System
Operations Group

FLSA Status: Non-Exempt
Bargaining Unit: AFSCME

Salary Grade: 53
Job #: YA78

JOB SUMMARY

This is the advanced journey level position performing Senior Microbiologist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Leads staff to ensure that tests and other assignments are accurately completed. Evaluates and approves analytical data; interprets results as related to compliance with drinking water regulations and current operational conditions.
2. Leads the development, adoption, and revision of testing techniques and procedures.
3. Directs and may perform microbiological tests.
4. Performs and directs troubleshooting and maintenance on laboratory and field instrumentation.
5. Evaluates effectiveness and makes recommendations for water quality monitoring programs.
6. Prepares technical reports and papers regarding water quality and related issues.

7. Conducts training on laboratory and field procedures and quality control protocols.
8. Provides technical review of literature relating to water quality issues and liaises with appropriate scientific and professional organizations.
9. May give technical presentations to staff or outside groups on water quality related topics.
10. May perform or be responsible for special projects.
11. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
12. Performs other related Microbiologist job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Principles and practices of microbiology and its applications; laboratory and field techniques and instrumentation; primary and secondary drinking water regulations; emerging microbiological issues; drinking water treatment technologies; standard laboratory quality control requirements; laboratory information management system; laboratory and field safety protocols; algebraic mathematics and statistics; project management; and current office technology and equipment.

Required Skills and Abilities to: Conduct data analysis and interpretation; project management; apply laboratory and field techniques; operate and troubleshoot analytical instrumentation; public speaking; convey technical material in a non-technical way; stay current on applicable drinking water and microbiological issues; algebraic mathematics and statistics; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

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

Registrations

- None

Job Title: Senior Microbiologist

Job Code: YA78

Adopted: 03/11/13

Revised:

Supercedes:

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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.