



## **City of Phoenix LABORATORY SUPERINTENDENT**

**JOB CODE 50720**

Effective Date: 07/12

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to assist in the management of the compliance and process laboratories in the Laboratory Division of the Water Services Department. The Laboratory Superintendent is responsible for the supervision of laboratory testing programs in response to federal and state environmental regulations; ensuring laboratories maintain required facility certifications; and developing and reviewing new analytical procedures. Direct supervision is exercised over Chemist III and Environmental Quality Specialist positions. Work is performed under the general supervision of the Deputy Water Services Director and performance is evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises the work of professional and technical staff involved in compliance and process laboratory testing;
- Reviews regulations, legislation, and permits for impact on laboratory operations and represents the City's interests at public meetings, hearings, and workshops;
- Supervises the development and implementation of new analytical procedures and monitors programs relating to water and wastewater treatment, public health, and environmental issues;
- Develops, recommends, and implements laboratory improvements;
- Presents compliance and process testing program information to City Council, other jurisdictions, and the public;
- Monitors data generation and related bench level activities;
- Plans, coordinates, and directs compliance and process testing related studies and projects;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:



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- Chemistry: analytical, inorganic, and physical.
- Accepted quality assurance/quality control procedures used in environmental analysis.
- Laboratory safety and approved chemical disposal practices.
- Laboratory manipulative procedures, and scientific methods and procedures.
- Principles and practices of personnel management and supervision.
- Budget administration and cost analysis.

### **Ability to:**

- Perform a broad range of supervisory responsibilities over others.
- Comprehend and make inferences from written material in the English language.
- Communicate orally in the English language with customers, clients, and the public in one-to-one face-to-face settings, in group settings, and using a telephone.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with the public and other City employees.
- Work safely without presenting a direct threat to self or others.
- Review or check the work products of others to ensure conformance to standards.

### **Additional Requirements:**

- Positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of supervisory experience in professional environmental laboratory work and a bachelor's degree in chemistry, microbiology, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.