

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/11/88
Revised: 10/15/91, 05/19/97, 04/06/05, 04/03/19, 09/07/22

LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining required environmental and sanitary standards in the treatment of wastewater. The incumbent supervises and participates in the physical, chemical and bacteriological examination of wastewater in a municipal wastewater treatment facility. The incumbent also assists in the determination of plant procedures which will produce the most efficient and effective results within the plant design limitations. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with considerable latitude permitted for the exercise of independent judgement in carrying out the technical aspects of the work. Supervision is exercised over subordinate laboratory personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the regular collection and physical, chemical, bacteriological and microscopic examination of raw and treated water or wastewater for compliance with regulatory agency requirements and efficient plant operations;

Performs more difficult and advanced physical, chemical, bacteriological and microscopic examinations of water and wastewater;

Establishes and implements chemical treatment procedures to ensure the most effective and efficient results possible;

Plans, assigns, and reviews the work of subordinate laboratory personnel;

Instructs subordinates in laboratory procedures and in the proper care and use of laboratory equipment;

Reviews, analyzes and interprets technical data and reports submitted by subordinates;

Supervises the calibration, operation, maintenance and repair of laboratory and automatic sampling equipment;

Maintains quality control of all laboratory procedures according to Federal and State guidelines;

Controls inventory of laboratory materials and supplies, requisitions needed additions and recommends budgetary requests for laboratory operations;

Oversees, tests and is responsible for accepted chemical and biological oxygen demand levels of plant effluent;

Conducts research and special studies to increase plant efficiency and to obtain improved results;

Oversees analytical programs and develops appropriate improvements;

Recommends budgetary requests for laboratory operation and for chemical supplies required for treatment processes;

Keeps accurate records and submits required reports to federal, state and local agencies;

Confers regularly with the Chief Operators regarding ongoing operations and problems encountered;

Confers with municipal officials, industry representatives and other interested parties in regard to wastewater treatment matters, where appropriate;

Consults with municipal engineers, local industries and administrative superiors for development of an adequate industrial pretreatment program;

Keeps informed on the latest developments in sanitary chemistry and microbiology by the study of professional literature;

Attends laboratory related courses, workshops, seminars, etc. And participates in in-service training of plant personnel;

May testify in court proceedings regarding methods of sampling and analysis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern laboratory principles, practices, techniques, terminology, equipment and safety precautions; thorough knowledge of the modern practices, techniques and equipment used in physical, chemical and bacteriological analysis of water and wastewater; thorough knowledge of applicable Federal, State and local regulations and required sanitary standards; thorough knowledge of sampling techniques; a high degree of technical skill in the operation and care of modern laboratory equipment and apparatus; ability to plan for, train and supervise others in the methodology of laboratory procedures; ability to understand and interpret complex written material; ability to understand and carry out complex technical directions; ability to prepare narrative and statistical reports and presentations; ability to successfully work with and serve a diverse local community; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's degree in Water Chemistry or a related field with similar course curriculum, with a minimum of four college credit hours in General Microbiology; or
- B. Possession of a Bachelor's degree in an appropriate field of the sciences or applied sciences, with a minimum of four college credit hours in General Microbiology and sixteen college credit hours in Chemistry, and two (2) years of full-time paid experience, or its part-time equivalent as a laboratory director or technician in a municipal or industrial water or wastewater treatment plant; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1. Candidates must become certified by the New York State Department of Health as a Laboratory Director, within one (1) year of the date of appointment.
- 2. Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.