

LABORATORY DIRECTOR
(Water)

DISTINGUISHING FEATURES OF THE CLASS: The work involves professional responsibility for planning, organizing and supervising the chemical, microbiological, bacteriological and physical analysis of raw and treated water. Duties for this position also involve responsibility for maintaining quality standards as required by Federal and State Laws and Codes, and for developing improved analysis, control and treatment methods and techniques. The incumbent may be required to perform the more difficult tasks involved in the laboratory as well as regular activities. The work is performed under the general direction of the Commissioner or Deputy Commissioner and considerable leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the activities of subordinate laboratory and clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans and supervises the regular operation of the water analysis and control laboratory engaged in physical, chemical, bacteriological and microbiological examination of raw and treated water at all stages of the water system;
- Plans, assigns and reviews the work of laboratory technicians and other subordinate personnel;
- Instructs subordinates in laboratory procedures and in proper care, use and calibration of laboratory equipment;
- Oversees testing and chemical treatment of water (used for public consumption) to maintain standards of quality and safety under current laws, codes and other requirements;
- Performs and reviews the more difficult chemical, bacteriological and microscopic examination of water;
- Supervises and participates in special studies and projects to improve water analysis, control and treatment methods and techniques;
- Confers regularly with the Chief Plant Operator regarding on-going operations and special problems encountered;
- Reviews, analyzes and interprets technical data, records and reports submitted by subordinates;
- Supervises the preparation of required reports and submits them to the appropriate federal, state and local agencies;
- Keeps informed of the latest developments in laboratory technology and instructs all new and existing laboratory personnel in techniques and procedures;
- Requisitions supplies, materials and equipment necessary for the operation of the laboratory and water treatment processes;
- Confers with government officials, industrial representatives, citizens and other interested parties in regard to water treatment and analysis procedures;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the modern practices, techniques and equipment used in the physical, chemical, microbiological and bacteriological analysis of water;

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- Thorough knowledge of the principles, methods, practices, techniques and terminology used in the laboratory control and treatment of a public water supply;
- Good knowledge of current practices and trends in the chemical, bacteriological and microbiological analysis, control and treatment of water;
- Good knowledge of the operation and maintenance of water treatment or of a purification plant;
- Good knowledge of Federal, State and Local laws regarding water treatment and purification;
- Good knowledge of personal computers and office equipment;
- A high degree of technical skill in the operation and care of modern laboratory equipment and apparatus;
- Ability to plan, train and supervise the work of subordinate laboratory personnel in methodology, techniques and procedures used;
- Ability to perform standard and special tests and to analyze the results;
- Ability to compile data and to prepare detailed reports;
- Ability to relate and confer with others concerning laboratory work and findings;
- Thoroughness;
- High degree of accuracy;
- Visual acuity;
- Good judgment;
- Patience;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in chemistry, biology, bacteriology, medical technology, engineering or agronomy and one (1) year of full-time paid experience in an accredited or certified laboratory involved in environmental analysis. The degree program shall have included or been supplemented by 24 college credits in chemistry and at least two (2) courses in microbiology, one (1) of which shall have been in general microbiology; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in chemistry, biology, bacteriology, medical technology, laboratory technology, engineering or agronomy and three (3) years of full-time paid experience in an accredited or certified laboratory involved in environmental analysis. The degree program shall have included or been supplemented by 24 college credits in chemistry and at least two (2) courses in microbiology, one (1) of which shall have been general microbiology; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of A and B above.

Revised: 4/16/80
 4/27/04
 7/30/14