

CITY COUNCIL MEETING
DECEMBER 2, 1987

TITLE CHANGE AND
MODIFICATION OF
CLASS SPECIFI-
CATIONS FOR
SENIOR LABORATORY
TECHNICIAN
APPROVED

CC-34

Council approved the title change and modification of the class specifications for Senior Laboratory Technician.

It was Staff's intent to modify the class specifications for the Senior Laboratory Technician and change the title to Laboratory Services Supervisor at the time the class specifications for the Water/Wastewater Inspector were adopted. However, these changes were inadvertently omitted. The changes to the specifications reflect the additional supervisory responsibilities and technical skills now required. This position will also be required to have three years of experience in a water/wastewater laboratory rather than the previously required two years. The applicant must have or obtain within 24 months of appointment a Grade II Industrial Waste Inspection Certificate in addition to the Grade II Laboratory Analyst and Grade I Operator's Certificates which are required of the Senior Laboratory Technician.

The title of Laboratory Services Supervisor is in line with industry standards.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

COUNCIL COMMUNICATION

TO: City Council
FROM: City Manager
MEETING DATE: December 2, 1987
AGENDA TITLE: Approve Title Change and Modification of Class Specifications for Senior Laboratory Technician

RECOMMENDED ACTION: That the City Council approve the title change and modification of the class specifications for Senior Laboratory Technician (Exhibit A).

BACKGROUND INFORMATION: It was our intent to modify the class specifications for the Senior Laboratory Technician and change the title to Laboratory Services Supervisor at the time the class specifications for the Water/Wastewater Inspector were adopted. However, these changes were inadvertently omitted.

The changes to the specifications reflect the additional supervisory responsibilities and technical skills now required. This position will also be required to have three years of experience in a water/wastewater laboratory rather than the previously required two years. The applicant must have or obtain within 24 months of appointment a Grade II Industrial Waste Inspection Certificate in addition to the Grade II Laboratory Analyst and Grade I Operator's Certificates which are required of the Senior Laboratory Technician.

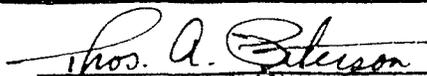
The title of Laboratory Services Supervisor is in line with industry standards.


Jack L. Ronsko
Public Works Director

JLR/SB/ma

Attachment

APPROVED:


THOMAS A. PETERSON, City Manager

FILE NO.

LABORATORY SERVICES SUPERVISOR

DEFINITION

Plans, assigns, supervises, and reviews the work of the water/wastewater laboratory technicians and water/wastewater inspection personnel. Coordinates test results with water and wastewater operational staff and performs administrative tasks for the laboratory.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position in the Water/Wastewater Division of the Public Works Department. This position is responsible for the water/wastewater laboratory and for various State and Federally mandated programs involving water and/or wastewater. It is distinguished from other supervisors in the Division by the special technical knowledge of laboratory procedures, industrial monitoring, and State and Federal programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Treatment Supervisor.

Exercises general and technical supervision over laboratory and inspector personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, assigns, supervises and reviews daily work of laboratory and inspection personnel.

Performs administrative duties pertaining to the laboratory such as staff scheduling, reporting, participation in personnel actions, recordkeeping, quality control, and participation in budget preparation and new equipment purchases.

As needed, serves as Wastewater Plant Operator.

Reports results of laboratory tests, advises and recommends changes to "A" Operator, Wastewater Treatment Supervisor, and Water/Wastewater Superintendent; assists in evaluation of impact of new State and Federal regulations; conducts special studies as assigned.

Performs and supervises sampling and a variety of chemical and biological qualitative and quantitative tests of water and wastewater, and schedules private laboratory analyses for other samples which cannot be analyzed in the City's laboratory.

Develops procedures for water and wastewater testing and sampling and for industrial waste monitoring and inspections.

Assists in investigations of illegal discharges to wastewater and storm systems.

Prepares a variety of data reports including reporting of State and Federal programs.

Maintains and repairs laboratory equipment, fixtures and samples.
Prepares laboratory supply and equipment order lists.
Conducts training programs for operators, laboratory technicians and inspectors.
Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Chemistry, microbiology, mathematics and the metric system.
Safety precautions in the laboratory and in the field.
General principles and procedures of wastewater collection, wastewater treatment, and water production and distribution.
Industrial waste monitoring practices.
Federal, State and local regulations pertaining to water, wastewater and industrial waste, and their reporting requirements.
Principles and practices of supervisory and communication techniques.

Ability to:

Perform a variety of technical chemical and biological laboratory tests accurately and safely.
Develop objectives and procedures for water and wastewater sampling and analysis.
Plan, assign, supervise, and evaluate work of others.
Analyze and interpret Federal and State regulations pertaining to water and wastewater.
Understand and carry out oral and written instructions.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience: Three years of experience in a water or wastewater laboratory including industrial waste monitoring.

Education: A Bachelor's Degree in Biology, Chemistry, Environmental Sciences, or a related field.

Licenses and Certificates

Possession of a valid driver's license from the California Department of Motor Vehicles.

Applicant is required to have or obtain Grade II Laboratory Analyst and Grade II Industrial Waste Inspection certificates issued by the CWPCA within 24 months of appointment.

Applicant entering this position is expected to obtain a Grade I Operators Certificate from the Water Resources Control Board within 30 months of appointment.