

Job Class Code: 3410	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and supervise water quality laboratory operations and activities. The class is responsible for planning and assigning activities, supervising related operations, performing laboratory testing, processing purchase orders, and responding to inquiries. The class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Plans and assigns water quality laboratory activities to ensure the quality of drinking water and compliance with regulations.
- Supervises and participates in related operations such as the examination and analysis of sewage and water in various stages of its treatment.
- Performs testing to optimize plant chemical dosage or other water treatment methods.
- Processes purchase orders for laboratory supplies, instruments, and chemicals to maintain inventory and assists with inventory budget preparation.
- Responds to inquires and concerns pertaining to water quality issues.
- Prepares, updates, and/or maintains various reports, records, and other documentation such as the quality assurance manual.
- Assists with the development of special chemical and bacteriological studies as assigned or for the purpose of evaluating and improving plant processes.
- Performs other related duties as assigned such as assisting with the oversight of plant treatment operations and collecting field samples.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities; descriptive statistics; mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals and abstracts; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, or managerial methods in the solution of technical or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in chemistry, bacteriology, or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards and possession of or ability to acquire Class I Water and Wastewater Works Certificate within a prescribed period of time.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.