

ENVIRONMENTAL LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has responsibility for the overall functioning of the Environmental Laboratory. The work involves responsibility for preparation and performance of all required tests for wells and water distribution system, and for assuring that water supplies meet government standards. The worker is responsible for analyzing wastewater, and assisting in enforcing discharge limits for local industries. The results of the Environmental Laboratory Directors work are considered technically accurate and accepted without changes. The Environmental Laboratory Director must be qualified to obtain a certificate of approval from the New York State Department of Health for each parameter analyzed. The work is performed under the general supervision of the Chief Wastewater Treatment Plant Operator with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the Sanitary Laboratory Technician's in the performance of their assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts gas chromatograph analysis of wells;
Formulates and conducts monitoring schedules of all wells to be tested;
Collects and prepares all water samples to be tested;
Performs all required microbiological tests of water samples;
Calculates quality control and maintains accurate logs of the data;
Prepares required reports;
Recommends purchases of all new equipment for the Environmental Laboratory and prepares specifications for the bidding process;
Samples and analyzes wastewater for the BOD's, COD's, microbiology and metals parameters;
Assists in process controls development for the wastewater treatment plant;
Assists the Sewage Pretreatment Administrator in coordinating and enforcing discharge limits for industries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental regulations for analysis of organics and micro-organisms;

Thorough knowledge of statistical analysis in quality control;

Ability to use special equipment such as the gas chromatograph, atomic absorption spectrophotometer, Ultra Violet Spectrophotometer, balances, incubators and distillation apparatus;

Ability for a high degree of accuracy and precision;

Good ability for analytical thinking and problem solving;

Ability to employ relevant quality control;

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: *

A technical director of an approved laboratory engaged in, but limited to, inorganic chemical analysis:

Graduation from a regionally accredited or New York State registered college or university with an associates' degree or higher in the chemical, physical or environmental sciences with at least sixteen college semester credits in chemistry and two years of experience performing such analysis.

A technical director of an approved laboratory engaged in microbiological and/or biological testing:

A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in the chemical, environmental, physical or biological sciences, or engineering with at least sixteen college semester credit hours in the biological sciences, including, for microbiological testing, at least one course having microbiology as a major component, and at least one year of experience in environmental analysis of representative analytes for which the laboratory is approved or seeking approval; OR

B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in the chemical, environmental, physical or biological sciences, or engineering, with at least sixteen college semester credits in

the biological sciences, including, for microbiological testing, at least one course having microbiology as a major component, and at least two years of experience in environmental analysis of representative analytes for which the laboratory is approved or seeking approval.

- * As per New York State Public Health Law Section 502, Subpart 55-2, Section 55.2-10

A full-time employee of a drinking water or sewage treatment facility who holds a valid treatment plant operator's certificate appropriate to the nature and size of such facility shall be deemed to meet the educational and experience requirements for serving as the technical director of the approved laboratory devoted exclusively to analysis of environmental samples taken within such a facility.

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COMPETITIVE