

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 4501
FLSA Status: Exempt
Bargaining Unit: Management
Effective Date: 03/30/10

CLASS TITLE: ENVIRONMENTAL LABORATORY & OCEAN MONITORING MANAGER **PAGE: 1**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Environmental Laboratory & Ocean Monitoring Division including providing testing services to the customers within the Orange County Sanitation District; conducts monitoring, testing and compliance reporting on the impacts of the District's effluent on ocean receiving waters; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the assigned Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices

1. Assume management responsibility for assigned services and activities of the Environmental Laboratory & Ocean Monitoring Division to include providing testing services to the customers, and evaluating operational impact on the ocean receiving waters.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; approve and ensure implementation of quality assurance/quality control (QA/QC) practices and procedures, including Standard Operating Procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work of staff involved in sample analyses, theoretical research and design, the development of methods, and the generation of reports to support the District's source control program, treatment plant process monitoring, environmental monitoring programs and research activities; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, supplies and services; monitor and approve expenditures; implement adjustments.
7. Serve as the liaison for the Environmental Laboratory & Ocean Monitoring Division with other divisions, departments, academic and research organizations, and outside agencies; negotiate and resolve sensitive and controversial issues.

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8. Provide responsible staff assistance to the assigned Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Laboratory and Ocean Monitoring programs, policies, and procedures as appropriate.
9. Provide policy and technical assistance on ocean monitoring issues involving strategic goals, special projects, in-sourcing, compliance determination and reporting, scientific marine vessel /operations, and oceanographic measurements.
10. Prepare reports, memorandum, and correspondence and make presentations to District personnel, the Boards of Directors, consultants, governing bodies of public agencies, and the general public concerning Laboratory and Ocean Monitoring activities.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of environmental and marine science.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Approve and administer contracts for outside laboratory services, scientific marine vessel operations and maintenance, and services associated with oceanographic and marine sciences.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of an environmental sciences laboratory and ocean monitoring programs which includes a scientific marine vessel.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Quality assurance/quality control principles and practices necessary to manage a full service laboratory performing inorganic and organic analyses.
- Principles of chemistry, microbiology, and related sciences.
- Various analytical techniques and procedures utilized in laboratories.
- Chemical and bacteriological characteristics of water and wastewater.
- Modern and complex principles and practices of wastewater sediment, benthic and marine species, sampling and testing.
- Approved sample and data management practices.
- Technical report writing.
- General principles and techniques of statistical sampling and analysis.
- Occupational hazards and standard safety practices utilized in an environmental sciences laboratory, and on a scientific marine vessel.
- Office procedures, methods, and equipment including computers and applicable software applications

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such as word processing, spreadsheets, and databases.
Operating characteristics of laboratory and scientific marine vessel equipment and instrumentation.
Accreditation program requirements for laboratory certification.
Pertinent federal, state, and local laws, codes, and regulations including regulatory compliance related to wastewater treatment.

Ability to:

Oversee and participate in the management of a comprehensive environmental science laboratory and ocean monitoring programs.
Oversee, direct, and coordinate the work of a multidisciplinary group of scientific personnel.
Interpret and apply administrative and departmental policies and procedures.
Establish technical project workplan and objectives.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Use critical thinking techniques and advanced methods in reaching independent and tough decisions.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Analyze data and draw valid scientific conclusions.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret, apply, and ensure compliance with applicable federal, state, and local policies, laws, and regulations.
Operate laboratory and scientific marine vessel equipment and instrumentation.
Work in teams and develop consensus in decision making process.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in a scientific or technical field. A master's degree in chemistry, biology, marine sciences or oceanography is desirable.

Experience:

Eight years of increasingly responsible experience in a related field of laboratory analysis including two years of administrative and supervising responsibility.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office and laboratory environment with some exposure to potentially hazardous chemicals, toxic materials, and waste and infectious materials; occasional trips on a scientific marine vessel with associated hazards; some travel to various sites; may work in dry atmosphere or work with or in water.

Physical: Incumbents require sufficient mobility to work in an office and laboratory; to sit, stand, walk, bend, crouch, stoop, stretch, reach and lift light items; may travel to various sites.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish colors.

Hearing: Hear in the normal audio range with or without correction.