



DECEMBER 2018
FLSA: EXEMPT

ENVIRONMENTAL LABORATORY & OCEAN MONITORING MANAGER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Environmental Laboratory & Ocean Monitoring Division within the Environmental Services Department 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the Director of Environmental Services. Exercises direct and general supervision over staff assigned to the division being overseen and is accountable for the results produced by the division.

CLASS CHARACTERISTICS

This is a division manager level classification. Incumbents in this classification manage an assigned function of the District with responsibility for directing programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes 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.
- Ensures the District's safety program and goals are implemented and carried out in the Laboratory and Ocean Monitoring Division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; approves and ensures implementation of quality assurance/quality control (QA/QC) practices and procedures, including Standard Operating Procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and

- procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates and reviews 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, air monitoring, environmental monitoring programs and research activities; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
 - Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 - Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, supplies and services; monitors and approves expenditures; implements adjustments.
 - Serves as the liaison for the Environmental Laboratory & Ocean Monitoring Division with other divisions, departments, academic and research organizations, and outside agencies; negotiates and resolves sensitive and controversial issues.
 - Provides responsible staff assistance to the assigned Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Laboratory and Ocean Monitoring programs, policies, and procedures as appropriate.
 - Provides 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.
 - Prepares reports, memoranda and correspondence and makes presentations to District personnel, the Board of Directors, consultants, governing bodies of public agencies, and the general public concerning Laboratory and Ocean Monitoring activities.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental and marine science.
 - Responds to and resolves difficult and sensitive citizen inquiries and complaints.
 - Approves and administers contracts for outside laboratory services, scientific marine vessel operations and maintenance and services associated with oceanographic and marine sciences.
 - Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
 - Performs related duties as assigned.

QUALIFICATIONS

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 management and supervision including training and performance evaluation.
- Principles and practices of budget preparation and administration.
- 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, marine waters, ocean sediment, air monitoring, 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.
- 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.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Oversee and participate in the management of a comprehensive environmental laboratory and ocean monitoring program.
- 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 work plan 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 making decisions and problem solving.
- 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.
- Ensure adherence to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Prepare and deliver public presentations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in a scientific, technical field or a related field; AND
2. Eight (8) years of increasingly responsible experience in a related field of laboratory analysis including two (2) years of supervisory experience.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to travel to various District sites, projects and/or meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.