

Laboratory Director

Job Description

Performs a variety of administrative and supervisory duties related to planning, organizing, directing, and controlling wastewater treatment facility laboratory functions, analysis and bio-solid disposal programs. Performs analysis, testing, prepares reagents, monitors safety measures and procedures, assures quality control. Performs laboratory audits and maintains laboratory certifications.

Responsibilities

Coordinates, directs and assures the proper operation of district certified laboratory; develops and directs lab programs, processes and activities; develops and establishes operating procedures; assures efficient and effective operation of lab resources and services. Monitors water quality by performing required EPA tests, i.e., BOD, COD, NH₃, oil and grease, coliform, pH, TSS, etc.; monitors dissolved oxygen levels at various sampling locations; performs analysis on plant influent, effluent, return flows, sludges, etc. Plans and directs all activities of lab personnel; organizes work assignments and establishes work routines; makes adjustments in work schedules as required to accommodate sampling and testing needs. Documents the quality of all data. Ability to perform Quality Assurance duties and supervise contracted Quality Assurance Officer. Assists in the development of the annual budget by preparing and submitting projections of operational expenses and capital financing needs for laboratory; prepares specifications for material and equipment needs requiring special budgeting. Coordinates inspection, sampling, monitoring and surveillance policies and procedures; assists in taking enforcement actions; makes technical decisions affecting administration and management; creates reporting systems and special reporting procedures; maintains laboratory program at or above EPA and NELAP minimum requirements; prepares state and EPA reports in a timely manner; interacts with state and federal officials and agencies. Provides on-the-job training to personnel; educates in methods, processes and procedures related to various tests and equipment; trains personnel in safety precautions and hazards associated with chemicals, samples and equipment. Provides recommendations for efficient process control of wastewater systems. Prepares specifications for laboratory equipment and makes approved purchases of the same; establishes materials and equipment inventory control system; monitors usage of materials and orders needed material, instrument and chemical supplies; purchases or orders materials, and supplies as needed. . Work with and coordinate research projects as needed.

Qualifications

* Bachelor's degree in chemistry, microbiology, biochemistry, bacteriology or some other physical or life science. * Minimum of one (1) year experience in a wastewater lab and bio-solids testing in a certified environmental lab. * Must meet the requirements for a 2009 TNI Laboratory Director. * Must possess a valid Utah State Driver License. * Must pass alcohol and drug test.

Additional Information

Job description and application are available and may be picked up at the District office located at 6400 North 5050 West, Utah County, Utah (south of American Fork), Monday - Friday between the hours of 8:00 a.m. and 4:00 p.m. Individuals may request the application and job description be emailed or faxed to them by contacting Shannon at 801-763-5927 or by email at shannonh@tssd-wwrec.com. Salary Range: \$58,600-\$66,200 Depending on Qualifications. Closing Date: Position shall remain open until filled