



CLASS TITLE | WET CHEMISTRY LABORATORY SUPERVISOR

PAY GRADE: ST-43| www.cityoftulsa.org/pay

Class Code: 1147

Effective Date : 08/02/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the administration and supervision of chemical analysis of water, wastewater, and the environment assigned to the centralized City Laboratory; and performs other related assigned duties.

ESSENTIAL TASKS:

Plans, assigns, reviews, and evaluates the work of subordinate technical personnel responsible for performing chemical analysis of water, wastewater, and environmental samples

- Monitors and evaluates laboratory operations for wet chemistry to ensure compliance with federal, state, and local regulations, including City and departmental policies
- Develops, manages and implements a sample management plan
- Directs and trains subordinate technical personnel in the testing procedures, quality assurances and control criteria and safety measures
- Coordinates data management using the Laboratory Information system to integrate data to provide information to user groups
- Maintains proper safety equipment and worksite conditions
- Initiates, researches, and implements new or improved testing procedures compliant with permit requirements
- Provides technical assistance to user groups, customers and subordinates
- Alerts plant operating personnel to potential water, wastewater or environmental problems and assists other City personnel in solving the problems in a timely manner
- Assesses material and equipment needs for wet chemistry analysis and initiates appropriate purchasing requests
- Maintains records and provides verbal and written reports
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, or a closely related field; **and**,
- (b) Four (4) years of progressively responsible experience in chemical, environmental, water/wastewater laboratory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the procedures, equipment, and technology of a wet chemistry laboratory
- Considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology
- Considerable knowledge of qualitative and quantitative chemical analysis
- Considerable knowledge of specialized chemical testing equipment
- Considerable knowledge of federal, state, and local regulations pertaining to water, wastewater, and environmental standards

Ability to:

- Prepare reports and maintain records; ability to train and supervise subordinates



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- Perform office and administrative tasks
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license (some positions); **and,**
- b) Possession of a valid Class "B" Water/Wastewater Laboratory Operator's License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting.

EEO Code: E-01

Group: Cultural, Legal, and Sciences

Series: Sciences