



# CLASS TITLE | INSTRUMENTATION LABORATORY SUPERVISOR

PAY GRADE: ST-43| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1148

Effective Date : 08/02/2023

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for supervising and participating in the development and maintenance of chemical, biological and micro-biological testing programs for the City's water, wastewater plants, Distribution System and streams; and performs other related assigned duties.

## ESSENTIAL TASKS:

- Plans, assigns, and reviews the work of subordinate technical personnel operating instrumentation who are responsible for performing analysis of water, wastewater, and environmental samples
- Reviews data to determine validity for release
- Develops guidelines for progressive cross-training program for operators of instruments
- Evaluates areas of concern in processing results
- Performs maintenance on instruments
- Assesses material and equipment needs for analysis and initiates appropriate purchasing requests
- Monitors and evaluates laboratory operations for analysis to ensure compliance with federal, state, and local regulations, as well as City and departmental policies
- Directs and trains subordinate technical personnel in the testing procedures and safety measures
- Initiates, researches, and implements new or improved testing procedures
- Alerts plant operating personnel to potential water, wastewater, or environmental problems and assists other City personnel in solving the problems in a timely manner
- Maintains precise 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 progressively responsible experience in chemical, environmental, water/wastewater laboratory experience; **including**,
- (c) One (1) year of operations and maintenance of specialized instrumentation such as the atomic absorption, gas chromatography or other designated equipment.

## Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the procedures, equipment, and technology of specialized instrumentation
- 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 federal, state, and local regulations pertaining to water, wastewater, and environmental standards

Ability to:

- Prepare reports and maintain records
- 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 "A" 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**