

POLLUTION CONTROL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional and technical environmental control work involving responsibility for the supervision of a wastewater laboratory, including the planning and oversight of laboratory tests for sanitary sewage treatment plant process control and compliance. The work also involves performing chemical analysis and biological tests. The work is performed under the general supervision of the Chief Operator and in accordance with the New York State Environmental Laboratory Approval Program (ELAP) and other applicable government agencies (e.g. OSHA). Supervision is provided to a small number of pollution control assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the processes involved in analyzing wastewater samples to ensure that such procedures have been performed in accordance with ELAP standards and other applicable regulations;

Researches and investigates operational problems as needed;

Provides technical guidance and plans and supervises chemical and biological tests on wastewater during the treatment process and industrial effluents, including sampling and related procedures required by state and federal regulations;

Provides training and technical support to laboratory personnel and schedules work assignments;

Ensures that performance reports are submitted on a timely basis in accordance with permit requirements;

Oversees wastewater and sludge analyses for the Industrial Pre-treatment Program (IPP), including ensuring the IPP crew has proper equipment, submitting samples to the contract laboratories and reporting results on a timely basis;

Conducts research studies and literature surveys for special projects, including the collection and analysis of information from other wastewater plants that might be used to improve general operations and laboratory methods;

Analyzes and interprets wastewater data and assesses the validity of testing methods;

Designs, develops and implements new and revised laboratory methods;

Monitors all laboratory equipment and performs minor repairs on laboratory and sampling equipment or arranges for the repair of same;

Develops computer logs and provides input for the development of lab computer programs;

Meets and confers with professional and administrative staff, including the Executive Director in order to determine the causes of variations in plant performance and recommend corrective action, ensure sampling, testing and custody procedures are performed in accordance with regulations, etc.;

Remains abreast of changes in analytical procedures, government requirements and testing methods, as specified by ELAP standards;

Maintains State certification (e.g. ELAP) of the laboratory by completing semi-annual test, maintaining procedures and records in accordance with State standards, completing technical reports, etc.;

Prepares operating budget as it pertains to laboratory equipment and supplies;

Orders supplies;

Checks and maintains a record of outside laboratory contractors' charges and Expenditures;

May conduct annual training for Right-to-Know law for employees and maintains Material Safety Data sheet files.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of analytic chemistry and microbiology, especially as related to sanitary and wastewater treatment plant operations; good knowledge of analytic laboratory equipment, procedures and techniques; working knowledge of the Standard Methods and the New York State Environmental Laboratory Approval Program (ELAP); working knowledge of biological testing, especially as related to sanitary wastewater treatment plant operations; ability to perform mathematical computations; ability to use computer software related to wastewater processes; ability to plan and organize the work of others; ability to establish and maintain a liaison with a variety of industrial users and individuals; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree* in Chemistry or Biology that must have included or been supplemented by a minimum of four (4) college semester hours in Microbiology, and four (4) years of post graduate laboratory experience performing chemical and microbiological wastewater analyses, in accordance with ELAP standards, at least one (1) year of which substantially involved or was supplemented by supervision of staff and/or laboratory operations.

NOTE: A Doctorate degree in Chemistry, with Microbiology coursework, or Biology with at least one (1) year of relevant wastewater analysis experience shall be deemed fully qualifying.

*The Bachelor's degree must have included at least twenty-four (24) college credits in Chemistry.