

JOB DESCRIPTION

Dept: Laboratory Department

Position: LABORATORY/QMS MANAGER



Effective: 6-25-25

GENERAL DESCRIPTION

The Laboratory Manager oversees laboratory testing and data management, training and competency of laboratory technicians, equipment, and consumables supply management. The goal of the laboratory is to reliably produce valid data for use by SDMC authorities and personnel. The Laboratory Manager develops and maintains procedures for testing, instruction, and training protocols for laboratory technicians in areas of sample management, analysis, and the reporting of data for the SDMC NPDES Permit.

SUPERVISION RECEIVED AND EXERCISED

1. The Laboratory Manager reports directly to the Water Reclamation Superintendent.
2. The Laboratory Manager provides supervision and technical instruction to SDMC Laboratory staff and assists SDMC management and/or staff members.

Duties and Responsibilities

1. Manage and provide direction in the Laboratory Department for equipment, organization of records and supervision of SDMC Laboratory and Laboratory staff.
2. Ensure that the laboratory operations include a verified quality assurance program, verified testing methods, laboratory safety and obtaining consumables, supplies, and equipment.
3. Ensure that the Laboratory meets requirements for testing methods referenced in Standard Methods, EPA methods, or the Federal Register 40 CFR Part 136 and the NPDES permit.
4. Develop documentation and implement laboratory standard operating procedures.
5. Identify and develop training goals, develop individual training programs, and maintain records of competency for laboratory staff.
6. Prepare analytical reports.
7. Proficiency in the use of laboratory equipment including pH, ISE, and dissolved oxygen meters, spectrophotometers, analytical and pan balances, titration, ovens, incubators, autoclaves, microscopes, thermometers, automatic pipets and the maintenance and calibration procedures related to analyses and equipment.
8. Maintain an equipment records and a maintenance program for laboratory equipment.
9. Maintain an orderly system for electronic and hard copy records.
10. Maintain safe working practices pertaining to work within a chemical laboratory and a treatment plant facility as required by the SDMC.
11. Work laboratory shifts as necessary to ensure reliable data as necessary for the fulfillment of the NPDES permit.
12. Communicate clearly and concisely, both orally and in writing. Interact positively with the public.
13. Compliance with written and verbal directives.

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Licenses and Certification

1. High School diploma or GED equivalent required.
2. Bachelor's or associate degree from an accredited college or university in environmental science, chemistry, biology, or related field preferred.
3. State of Indiana Municipal Class I (or higher) Certified Operator's License is preferred.
4. Technical competency that includes experience in environmental monitoring and laboratory testing may substitute for education.

Experience and Knowledge

1. At least 3 years of relevant laboratory and management experience.
2. Principles, practices of laboratory safety and techniques of the supervision and training of personnel.
3. Principles and practices of analytical chemistry and microbiology methods and techniques of water and wastewater field and laboratory analysis based on USEPA prescribed methods.
4. Knowledge in the development and maintenance of a laboratory quality assurance program.
5. Application and understanding of the SDMC NPDES permit requirements.
6. Knowledge in testing methods referenced in Standard Methods, EPA methods, or the Federal Register 40 CFR Part 136.
7. Fundamental knowledge of the SDMC wastewater treatment process and wet weather treatment.
8. Understanding of analyses performed in SDMC laboratory and ability to establish new test procedures.
9. Mathematics as applied to laboratory work.
10. Experience with wastewater, stream, beach, lake, and industrial sample matrixes.
11. Experience with Microsoft Office and Microsoft 365.
12. Implement an inventory and ordering system for consumable laboratory supplies and vendors.
13. Research, analyze, and troubleshoot monitoring, analytical, and instrumentation problems, identify alternative solutions, project consequences of proposed actions, and implement corrective actions.

Physical Demands and Working Environment

1. Frequently required to stand, walk, and sit, use hands to manage, use, or feel objects, tools, and controls, reach with hands and arms; climb or balance, stoop, kneel, crouch, crawl, and talk, listen (hear), and smell.
2. Use telephone and write or use a keyboard to communicate through written means; communicate via mobile communication device.
3. Successfully pass a physical examination, including drug and alcohol screening.

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4. Exposure to computer screens and laboratory environment.
5. Occasional exposure to chemicals, microbiological agents, and fumes.
6. Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: sitting, walking, standing for prolonged periods of time, moderate, or light lifting.
7. Frequently lift or carry weight of 25 pounds or less and occasionally lift or carry weight of 50 pounds or less.
8. Verbally communicate, hear, smell, and have visual ability for close work and distance work and distinguish colors and gray scale contrasts.
9. Occasionally works near moving mechanical parts and in outside weather conditions.