



EVESHAM

MUNICIPAL UTILITIES AUTHORITY

Job Description

Laboratory Supervisor

Position Summary

Under the general direction of the Deputy Director of Operations and working in conjunction with the Waste Water Treatment Facility Maintenance and Operations Managers and Supervisors, manage and supervise the laboratory testing and sampling of the Authority's wells, waste water treatment facilities, distribution system and collection system. The Laboratory Supervisor also manages projects as assigned by the Deputy Director charged with overseeing the waste water treatment facility and water system.

The Laboratory Supervisor is expected to work independently and without close supervision. The Laboratory Supervisor is required to facilitate intradepartmental and inter-agency communication. The Laboratory Supervisor will participate in professional organizations and keep current on issues affecting local, regional, state and national regulations, practices and standards. The Laboratory Supervisor is required to work cooperatively with the Operations Management and Supervision on various team projects for the betterment of the Authority.

The Laboratory Supervisor's position is a management position not represented by a collective bargaining unit. The position is classified as having non-exempt status under the Fair Labor Standards Act (FLSA). The normal work hours for the position of Laboratory Supervisor are Monday through Friday from 7:30 AM until 4:00 PM. The Laboratory Supervisor directs the work of the Laboratory Technicians and Assistants and reports to the Deputy Executive Director for Operations or his designee.

Basic Requirements

Education: The education requirements for the position of Laboratory Supervisor are possession of Bachelor's Degree from an accredited college or university in chemistry, environmental science, biology, chemical engineering or closely related field.

Experience: The position of Laboratory Supervisor generally requires four (4) years of supervisory experience in laboratory testing of water and wastewater methodologies consistent with Standard Methods. Three (3) years of experience and possession of a Master's degree may be accepted.

Office Location

984 Tuckerton Road, Room 211 • P.O. Box 467 • Evesham, New Jersey 08053
Phone: 856-983-1878 • Fax: 856-983-9145

Plant Location

Elmwood Road WWTF • Evesham, New Jersey 08053
Phone: 856-983-0331



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Licensure: The Laboratory Supervisor should possess a valid New Jersey driver's license and will be required to possess and maintain any licenses/certifications required by the State and/or Federal government.

Basic Qualifications

The Basic qualifications for the position of Laboratory Supervisor are as follows:

1. The ability to read, write, speak/communicate and understand the English language sufficiently to communicate information clearly and effectively on a number of different levels both verbal and written.
2. Vision; both close vision and depth perception.
3. Physical dexterity to operate authority equipment.
4. Demonstrate a high level of integrity.
5. Operate under and meet all required deadlines.
6. Be organized and capable of managing projects on schedule.
7. Ability to follow established policies and procedures.
8. Ability to smell to detect the presence of noxious/toxic fumes or gasses.
9. Must be able to report to work in a predictable and reliable manner, at the designated time regardless of the hour and location, in proper physical and mental condition to carry out assignments.
10. All Authority employees must be able to work any shift as need; work overtime or extended shifts as necessary.
11. Must be able to relate to and communicate with supervisors, co-workers and members of the public in a professional manner.
12. Must be able to accept supervision including praise, criticism and discipline.

Knowledge, Skills and Abilities

The position of Laboratory Supervisor requires **knowledge** of the following:

1. Standard Methods for the Examination of Water and Wastewater
2. Applied statistics in support of Quality Assurance/Quality Control practices
3. EPA, NJDEP and DRBC permit/docket requirements
4. Principles of water and waste water treatment
5. Principles of chemical hygiene and safe handling of hazardous chemicals and wastes
6. Computer systems and software including a laboratory information management system
7. Effective report writing – communication with management, regulators and the public
8. Effective management techniques, team based management and coaching principles
9. Principles and practices of leadership, motivation, team building and conflict resolution
10. Principles of supervision including training and performance management
11. Budget preparation, administration and purchasing systems

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The position of Laboratory Supervisor requires the following **skills**:

1. Communication
2. Organization
3. Listening
4. Multi-varied analyses
5. Problem solving
6. Responsibility
7. Patience
8. Leadership
9. Delegation
10. Teamwork

The position of Laboratory Supervisor requires the following **abilities**:

1. Establish and maintain standard operating procedures for water and wastewater testing
2. Prepare and maintain a budget
3. Recognize, prioritize and accomplish tasks for self and others
4. Carry out Authority policies
5. Identify with the Authority's values, goals and objectives in support of the Authority's mission
6. Establish and maintain cooperative and professional relationships
7. Maintain discipline through the enforcement of rules, regulations and procedures
8. Train, motivate, supervise and evaluate subordinate personnel
9. Meet the physical, mental and environmental demands of the job
10. Prepare reports and effectively maintain records
11. Continually maintain and update the knowledge and skills required for this position
12. Use initiative and exercise sound independent judgment
13. Promote and execute positive customer service practices
14. Evaluate alternative solutions to various problems and situations and present recommendations

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Physical Demands

The physical demands for the position of Laboratory Supervisor are as follows:

1. Ability to exert force to move objects as follows:
 - a. Exerting up to 20 pounds of force occasionally.
 - b. Exerting up to 10 pounds of force frequently.
 - c. Exerting negligible amounts of force constantly.
2. The ability to bend, stoop, twist or walk over uneven surfaces, climb stairs and/or ladders, work at varying heights, in all weather conditions for extended periods of time.
3. When working in the field, exposure to extreme variations in temperature and humidity and can include, wind, rain, snow, sleet, ice, extreme cold and extreme heat.
4. Exposure to dust, odors, fumes, chemicals and biohazards.
5. Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in arms and wrists.
6. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

This job description lists the major duties and requirements for the position of Laboratory Supervisor and is not all inclusive. Not all aspects of the requirements of the position may be performed on a daily basis. This job description does NOT constitute a contract/employment agreement and is non-binding on the Authority. The Authority reserves the right to modify the specifics of the job description as needed. Persons holding the position of Laboratory Supervisor may be called upon to perform other duties outside of this job description at the direction of Authority management.

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