

City of Fort Worth, Texas Job Description

Classification Title	Water Quality Manager		
Job Code:	MG1661	Job Family:	Management
Pay Grade	612	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises, and coordinates the work of staff responsible for collecting, testing, analyzing and control monitoring of water and wastewater; responds to and resolves public complaints about water quality; and provides highly responsible and complex administrative support to the assigned senior management personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises, oversees and performs chemical and bacteriological analysis on water and wastewater samples; oversees the collection of water and wastewater samples.
3. Oversees the preparation and maintenance of a variety of records and reports related to chemical, physical and bacteriological testing.
4. Responds to and resolves customer complaints about water quality; make presentations to various organizations, agencies, and schools; explains procedures and process of water and wastewater analysis.
5. Manages and participates in the development and implementation of goals, objectives, policies and priorities for providing chemical, physical, and bacteriological tests on water and wastewater samples; implements policies and procedures.
6. Monitors and oversees adherence to local, state and federal water quality regulation and requirements; updates management staff on water quality issues and current regulations; stays abreast of Environmental Protection Agency regulations.
7. Oversees laboratory's accreditation from Texas (Texas Commission on Environmental Quality) and for National Environmental Laboratory Accreditation Program (NELAP).
8. Prepares various reports on operations and activities; maintains records of chemicals used and tests performed; submits reports to regulatory agencies; maintain quality control files and program files.

9. Oversees maintenance of Laboratory Information Management System (LIMS) by identifying software needs and upgrades.
10. Reviews files, data analyses and reports prepared by subordinate staff and outside parties; issues notification of non-compliance related to water quality and waste management programs and follow up as required.
11. Plans, directs, coordinates and reviews the work plan for laboratory and technical staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with subordinate employees to identify and resolve problems.
12. Prepares and ensures proper administration of the laboratory division budget; submits budget recommendations; monitors expenditures.
13. Orders laboratory supplies and equipment; maintains contractual services & records; reviews supply needs with senior management staff.
14. Ensures the adherence to safe work practices by laboratory and technical personnel.
15. Serves as the liaison for the water quality division with other divisions, departments and outside agencies interested in water quality; negotiates and resolves sensitive and controversial issues.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
18. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Complex principles of chemistry, biology, bacteriology and related fields.
 - Complex methods, procedures and techniques of chemical and bacteriological analysis.
 - Standard water and wastewater lab, field and treatment processes, practices, methods, techniques and terminology.
 - Principles and practices of research related to water quality analysis.
 - Material and equipment used in the laboratory to analyze water quality.
 - Occupational hazards and standard safety precautions.
 - Industrial hazards, toxins, and chemical reactions.
 - Principles of record keeping and reporting.
 - Principles of supervision, training, and performance evaluation.
 - Principles and practices of municipal budget preparation and administration.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Budget process.
 - Procurement process.

- **Skill in:**
 - Preparing and delivering presentations.
 - Conflict resolution.
 - Project Management.
 - Customer service.
 - Technical problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing
 - Supervise and perform a variety of complex laboratory tests of water and wastewater samples.
 - Supervise, organize, and review the work of laboratory and technical personnel.
 - Select, train, and evaluate staff.
 - Ability to develop and implement successful team building strategies
 - Use a computer workstation and software for laboratory instrumentation, sample tracking and report preparation.
 - Interpret and apply City policies, procedures, rules and regulations as well as water quality standards.
 - Ensure laboratory compliance with federal, state and local rules, laws and regulations.
 - Interpret test results and prepare related technical and analytical reports.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Prepare and administer large program budgets.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Ability to use standard software applications, complex spreadsheet software, analytical tools and Laboratory Information Management Systems (LIMS).
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in biology, chemistry, microbiology, environmental science, or a related field and five years of increasing responsible experience in a chemical or bacteriological analyses laboratory including two years of supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, appropriate water/wastewater certification from the Texas Environmental Protection Agency.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary - Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.