

ENVIRONMENTAL LAB DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position involving responsibility for directing the operations of the an Environmental Laboratory. Laboratory activities may include coliform bacteriological, microscopic, and inorganic, non-metals chemical testing of water, dairy products, baby feeding formula, process sand and wastewater. Work is carried out according to prescribed environmental health procedures established by local, state and federal authorities. Records maintenance, budgeting, work scheduling, quality control, and the preparation of reports are important responsibilities of this position. This class differs from that of Environmental Lab Technician by virtue of the full responsibility for the operations of the laboratory. An incumbent in this class may assume responsibility for physical facilities and safety management. The work is performed under the general direction of an administrative employee. Incumbent must work weekends and holidays in rotation. Supervision is exercised over the work of the laboratory staff.

TYPICAL WORK ACTIVITIES:

1. Directs the work of the environmental laboratory staff;
2. Trains employees in new laboratory procedures;
3. Prepares and administers laboratory budget;
4. Maintains an adequate laboratory quality control program;
5. Evaluates and updates testing procedures to ensure compliance with New York State regulations;
6. Writes laboratory procedure manuals;
7. Leads and participates in the performance of the most difficult inorganic, non-metals chemical, microscopic, and coliform bacteriological tests;
8. Establishes priorities for laboratory projects;
9. Interprets test results for departmental staff and others;
10. Maintains and repairs laboratory instruments and equipment;
11. Conducts tours of laboratory;
12. Participates in planning new and expanded laboratory services;
13. May assume responsibility for physical facilities and safety management;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of environmental laboratory practices, procedures, techniques, equipment and terminology; thorough knowledge of the principles and terminology of bacteriology; good knowledge of the principles and terminology of chemistry; good knowledge of coliform bacteriology and inorganic, non-metals chemical analysis of water and wastewater; good knowledge of quality control practices and techniques in an environmental laboratory setting; ability to plan, direct and supervise the work of others; ability to prepare written narrative and statistical reports of a technical nature; ability to prepare and administer budgets; ability to perform physical facilities management functions and safety functions pursuant to OSHA regulations; good powers of observation; initiative; resourcefulness; tact and courtesy; manual dexterity; physical condition commensurate with the demands of the position.

ENVIRONMENTAL LAB DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Doctoral degree in the chemical or biological sciences, engineering, agronomy, medicine, or public health, including 24 credit hours in chemistry and six credit hours in microbiology (three credit hours in general microbiology);
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in the chemical or biological sciences, engineering, agronomy, or public health including 24 credit hours in chemistry and six credit hours in microbiology (three credit hours in general microbiology) and one (1) year of experience, under acceptable supervision, in environmental analysis;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in chemical or biological sciences, medical technology, engineering, or agronomy including 24 credit hours in chemistry and six credit hours in microbiology (three credit hours in general microbiology) and one (1) year of experience, under acceptable supervision, in environmental analysis.

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