

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Water Quality Supervisor**

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Water Quality	C41	Non-Exempt/Exempt

**CLASS SUMMARY:**

This class is the third level in a three-level **Water Quality Series** devoted to providing and leading laboratory (bacteria) testing on water samples. Incumbents, as assigned, ensure quality control of biological and physical analysis and reports; review related records and reporting; perform billing for lab services; and maintain an inventory of supplies. Incumbents act as a lead worker assigning and reviewing work activities, supervising other staff as assigned, and selecting and implementing laboratory procedures.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.*

Serves as a supervisor assigning and reviewing work activities, providing performance evaluation, and acting as a technical resource for staff.

Performs and monitors biological and physical laboratory analyses of water and wastewater of samples to determine absence or presence of total coliform and E.coli bacteria; reviews the adherence to quality control procedures and provides quality assurance monitoring in order to maintain laboratory standards.

Performs biological and physical laboratory analyses of water and wastewater samples in support of various regulatory programs; collects, analyzes and maintains data in support of testing process; prepares reports and ensures that laboratory data and reporting meets required quality assurance and regulatory criteria

Monitors, performs, and ensures billing for laboratory services is completed in a timely manner and in accordance with SJBPH practices; reviews billing documentation; and analyzes and reconciles discrepancies.

Monitors laboratory financial resources within the allocated budget; reviews and provides notification of budget exceptions and expenditures; and maintains budget and expense records.

Receives and responds to inquiries from the public; provides information related to water sampling and laboratory testing procedures and quality standards; refers complex inquiries to appropriate resource or agency.

Ensures proper inventory control of laboratory supplies and equipment; monitors and maintains equipment and laboratory instrumentation; performs troubleshooting of equipment issues; and initiates maintenance repair requests.

Manages laboratory information technology, including interactions with vendors, data entry, and public access to laboratory data, as appropriate.

Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.

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Performs other duties of a similar nature and level as assigned.

**TRAINING AND EXPERIENCE:**

Bachelor's degree in microbiology, biology, chemistry or related field and three years of water laboratory experience, including one year of supervisory experience.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**LICENSING/CERTIFICATIONS:**

- Valid Colorado Driver's License.

**WAGE SCALE RANGE:**

- \$24.51 - \$36.77

**KNOWLEDGE OF:**

- Techniques and methods for organizing, prioritizing, assigning and monitoring work.
- Practices and methods of coaching and leading the work of others.
- Standard practices, methods and materials of laboratory testing.
- Quality assurance standards and methods.
- Business math principles.
- Basic budgeting principles.
- Filing and record-keeping principles.
- Uses and properties of supplies and equipment.
- Basic inventory maintenance principles.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

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## Water Quality Supervisor

### **SKILL IN:**

- Training and coaching staff.
- Coordinating deadlines, prioritizing work demands and assigning/monitoring work performed.
- Providing direction to others in order to meet standards.
- Performing laboratory testing of water samples to identify bacteria presence.
- Providing attention to detail in assignments.
- Analyzing water samples and documenting results.
- Business math computations.
- Performing basic original research and compiling and assembling related data.
- Maintaining and overseeing record-keeping systems and related documentation.
- Operating and maintaining assigned equipment and laboratory instrumentation.
- Performing troubleshooting of equipment issues.
- Monitoring laboratory and quality control procedures related to sample handling and testing.
- Monitoring inventory and ensuring adequate control and availability of equipment and supplies.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects including the human body.

#### **Working Conditions:**

Work is performed in both the field and in an indoor office environment with frequent exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); frequent exposure to hazardous materials (such as chemicals, blood and other body fluids); moderate exposure to environmental conditions (such as disruptive people, imminent danger, or threatening environment); and moderate exposure to extreme temperatures, intense noise and travel.

#### **Emergency Preparedness:**

Must participate from time to time in Disaster Preparedness and emergency events.

### **NOTE:**

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

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**CLASS HISTORY INFORMATION:**

Class created (09/2020)

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)

**Reviewed by:**

(Human Resource Director – Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)