



Position Description
Marion Utilities Service Board
An Equal Opportunity Employer

Job Title	Laboratory Services Coordinator	Employment Status	Full-Time
Utility Division	Wastewater	EEO Code	3-A
Workgroup/Unit	Support Services	Wage Range	14
FLSA Status	Non-Exempt	Effective Date	Nov. 17, 2013

Job Summary

Oversees, performs, and coordinates routine chemical, physical, and bacteriological examinations of water samples; Plans, oversees, and coordinates activities associated with assigned programs

Supervision Received and Exercised

Works under the Intermittent Supervision of the Assistant Director for Operations; Receives assignments through defined objectives, priorities, and deadlines; Receives guidance and/or assistance regarding unusual situations that have no clear objective; The incumbent plans and carries out successive steps and resolves problems and deviations in accordance with instruction, policies, and accepted practices; The incumbents work product is reviewed for technical adequacy and conformance with practice and policy; May act in a supervisory capacity over laboratory staff as assigned by the Assistant Director

Minimum Education and Experience Requirements

Graduation from an accredited college or university with an Associate's Degree in Chemistry, Biology, or related field of study and 2 years of related work experience; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's license or ability to obtain upon residency; Possession of a current Indiana Wastewater Operator's Certificate is preferred

Essential Duties and Responsibilities

- ✓ Plans, prioritizes, oversees, coordinates, and participates in routine chemical, physical, and bacteriological examination of water, wastewater, and various sludge and solids samples in accordance with associated regulatory requirements; Oversees and/or prepares chemical reagents, bacteriological media, and other routine daily functions; Provides oversight for assigned laboratory staff; Collects samples from various locations around the treatment facility; Analyzes and interprets results for determination of regulatory compliance as well as process

operation control measures; Confers with Certified Operator, and/or Operations Supervisor concerning analytical findings

- ✓ Plans, oversees, and coordinates activities associated with assigned programs, such as: Quality Control and Quality Assurance, Certification for bacteriological analysis of drinking water samples, Laboratory Excellence Award Program, and Contract Laboratory Services; Compiles data and prepares various reports for submittal to regulatory agencies
- ✓ Inspects equipment for proper operation, cleans and maintains equipment and work area; Assembles equipment and instruments for analytical work; Determines equipment and supply needs, prepares requisitions and procures services, equipment and supplies; Monitors departmental expenditures and assists in the development of annual budget
- ✓ Prepares, coordinates, and implements training associated with laboratory techniques, processes, and procedures
- ✓ Coordinates and participates in the assignment of laboratory services for holidays and weekends as required; Responds to after-hours contacts for services during emergency situations
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
- ✓ Participates in and promotes positive public relations and customer service, responds to inquiries and/or complaints, conducts tours of the facility, attends interdivisional meetings, and coordinates with internal and external entities providing support and assistance as required
- ✓ Maintains current knowledge of analytical techniques and procedures as well as environmental regulations, technologies, trends, techniques, and processes through ongoing training, study, and continuing education

Knowledge, Skills, and Abilities

Knowledge of: Current principles, standard methods, practices, and application, of environmental laboratory procedures and techniques; Associated environmental regulations; Basic business and management concepts; Budget development and management; Coordination and management of resources; Customer service; Training and staff development; General Industry Standards for workforce safety; General office practices and procedures, including proficiency in software applications such as MS Office

Skills Demonstrated in: Effective communication; Interpersonal interaction; Leadership; Organization; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

Ability to: Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively respond to conflict, contacts, inquiries, and complaints; Effectively lead and motivate individuals and groups; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to work at a lab bench and travel to remote locations throughout the facility; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may be exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is occasionally required to perform manual labor including lifting of up to 50 pounds

Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

Marion Utility Service Board Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date