

**TOWN OF MONTAGUE  
JOB DESCRIPTION  
DRAFT UPDATED 11/17/2021**

<b>POSITION TITLE:</b>	Laboratory Manager	<b>DATE:</b>	11/17/2021
<b>DEPARTMENT:</b>	WPCF	<b>GRADE:</b>	NAGE D
<b>REPORTS TO:</b>	Superintendent	<b>FLSA:</b>	Non-Exempt

### **Statement of Duties**

Position performs skilled, technical, and responsible work in the operation and maintenance of a chemical and bacteriological laboratory for the Water Pollution Control Facility, wastewater pump stations, and industrial users under the direction of the Superintendent. Responsibilities include ensuring the treatment plant is operating at maximum efficiency through data analysis and must be able to communicate this information to the Chief Operator and Superintendent to stay within permit constraints. The Laboratory Manager will spend a significant amount of time in the laboratory processing samples and conveying results to superiors.

### **Supervisory Responsibilities**

Reports to WPCF Superintendent or designee and works collaboratively with associative personnel.

No supervisory duties.

Works independently with minimal direct supervision.

Staff may be located in different areas than the employee. Employee is responsible for establishing work procedures and performance standards for lab analysis and help employees in lab procedures.

The nature of work fluctuates throughout the year. Increases in workload can usually be planned for in advance, except for some weather emergencies.

### **Supervision/Guidance Received**

Employee plans, prioritizes, and performs work in accordance with standard practices and previous technical training. Employee is expected to solve problems by interpreting instructions accordingly, and by applying known wastewater technology, laboratory techniques and practices to a wide variety of WPCF activities. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with Superintendent. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the result are not usually reviewed in detail.

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**Job Environment**

Work is done under typical laboratory conditions, indoors at the WPCF with occasional outdoor field sampling required. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including sewage, chemicals, substances, powders or fluids requiring adherence to safety, usage, testing and service protocols.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting.

The position has occasional contact with the public in person, on the telephone and in writing for the purpose of responding to inquiries and complaints and providing information and assistance. The position has daily contact with other town departments, employees, and contractors for the purpose of giving or receiving information; coordinating activities; and providing information and assistance regarding departmental operations. Contact usually occurs in person, in writing, or on the phone.

Work includes non-physical environment aspects wherein errors in judgment and performance may cause or result in damage to or loss of information, serious public health and environmental consequences, delay in or loss of services, possible monetary loss or adverse legal consequences, or negatively impact employee morale by creating confusion and delay.

Work errors in the operation or interpretation of data/instrumentation, or unauthorized changes in process control, may result in legal or financial repercussions, cause damage to equipment or facilities, cause personal injury to colleagues or danger to public health and safety; or could result in Commonwealth of Massachusetts and Environmental Protection Agency actions relative to compliance with permit discharge.

**Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

**Essential Functions**

1. Coordinates, schedules, tracks and reports all analytical data associated with the operation of facilities and in compliance with State and Federal requirements. Prepares monthly reports, analyzes data and performs other administrative responsibilities.
2. Performs chemical and bacteriological analyses on water, wastewater, sludge, rivers, and other sources as assigned.
3. Prepares chemical and bacteriological reagents and medias.

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4. Cleans, calibrates and performs basic maintenance on laboratory equipment, including sensors/meters/etc found in various locations of the facility.
5. Responsible for daily operation of the laboratory, ordering of supplies, cleanliness of laboratory, quality control and data entry; maintains sophisticated databases, quality control records and analyzes test results, trends and patterns. Makes recommendations to the WPCF Superintendent for purchase of laboratory equipment and services.
6. Performs any combination of routine and skilled laboratory tasks. Collects samples within the wastewater treatment facility, sewage collections system, industrial facilities, pump stations/wet wells, storm drains and rivers as required.
7. Responds to public inquiries by phone or in person.
8. Performs other similar or related duties as required or as situation dictates.

**Recommended Minimal Qualifications**

**Education and Experience**

Bachelors of Science Degree in Environmental Science, Chemistry, Biology, or related field, and recommended 3 to 5 years of relevant experience or any combination of education and experience that provides the required knowledge and skills enabling performance of all aspects of the position is qualifying.

**Additional Requirements**

A minimum of a Grade 5C Mass Wastewater license or the ability to acquire a license in the first year of employment.

**Knowledge, Skills and Abilities**

A candidate for this position should have thorough knowledge of:

- Laboratory terminology, practices, technique and equipment requiring knowledge of fundamental chemical and bacteriological principles; accuracy with numbers, calculations and recording of data and record keeping including arithmetic and algebraic calculations in standard practical applications.
- Must demonstrate a high level of time management skills and concentration requiring visual and mental attention. Ability to communicate effectively orally and in writing, provide pleasant telephone customer service to the general public; ability to establish and maintain effective working relationships. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.
- Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office required; familiarity with database programs and computer hardware and software systems.

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- State and Federal Regulations permit requirements, standards and criteria regarding the discharge of effluent.
- Knowledge of State and Federal record keeping and reporting.

**Skill in:**

- Effective communication and customer relations
- Operation and maintenance of equipment.

**And ability to:**

- Read, interpret, explain engineering plans, to understand complex codes and regulations
- Follow directions and instruct others
- Maintain records and prepare reports

**Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Ability to operate a variety of laboratory equipment including pH meters, turbidity meters, colorimeters, microscopes, incubators, autoclaves, calculators and computers; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a degree of manual dexterity.

Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

**Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting. Employee occasionally lifts up to 100 lbs. Normal vision is required for this position.

Employee works on loud equipment and is exposed to outdoor weather conditions and moving mechanical parts frequently, high places, toxic or caustic chemicals, fumes or airborne particles regularly.

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*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Approved:

\_\_\_\_\_  
Steve Ellis  
Town Administrator

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chair, if necessary

Date \_\_\_\_\_

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