

### Application Process

If you are an interested candidate who meets the minimum qualifications, you can be considered for this vacancy by applying online.

If you are currently viewing this announcement online, and you would like to apply using the online application feature, scroll to the bottom of the announcement and click on "**Apply to this Position.**"

If you are not currently online, to find the announcement, go to <http://jobs.cityofsj.org/>. Click on "Open Recruitments." Click on "**Laboratory Supervisor-ESD/Watershed Protection Division**" to view the job announcement. Click the "**Apply to this Position**" button at the bottom of the job announcement to apply.

### Contacts

If you have any questions regarding this job announcement, recruitment, selection or hiring process, please contact Angelica Talosig Smith at (408) 975-2569

City of San Jose  
Environmental Services Department  
200 E. Santa Clara Street, 10th Tower  
San Jose, CA 95113

## The Environmental Services Dept. Watershed Protection Division

Invites Applications for

# LABORATORY SUPERVISOR

Open: April 23, 2007

Closes: May 27, 2007

Salary:  
\$94,203.20 to \$114,753.60 Annually



10<sup>th</sup> Largest U.S. City

*The City of San José is an Equal Opportunity Employer*

## About Environmental Services Department

The mission of the Environmental Services Department is to work with the community to conserve natural resources and safeguard the environment for future generations. The department provides services for wastewater management, garbage and recycling, drinking and recycled water, and watershed protection.

ESD is comprised of a staff of more than 450, boasting a diverse set of skills and specialties among our team - treatment plant operators, administrative professionals, engineers, biologists, chemists, environmental inspectors, environmental program specialists, accountants, maintenance personnel, and more. The department and its personnel demonstrate a strong commitment to teamwork, environmental protection, and building good partnerships.

The Watershed Protection Division provides services that support the City's efforts to protect water quality in local creeks and in the Bay. These services are integral to the City's management of both wastewater and stormwater. Watershed Protection is comprised of more than 80 employees with four key functions: Stormwater Management, Environmental Enforcement, Laboratory Services, and Watershed Projects. The Laboratory Supervisor leads a division with 25 employees.

## Duties and Responsibilities

Laboratory Services provides critical services including analysis for monitoring operations and compliance at the Water Pollution Control Plant, for monitoring industrial discharges to the Plant, and to support various studies aimed at understanding and monitoring water quality issues in the Bay. The laboratory is a state-of-the-art facility able to provide analysis for metals and organics, conduct bioassay and other toxicological tests, and perform testing for air, soil, and water. The lab operates 365 days a year to support Plant operations and processes more than 50,000 samples annually for internal and external customers.

In addition to the above, other typical duties include:

- Directs the operations of the chemical, microbiological and bioassay laboratories.
- Supervises the work of Chemists, Microbiologists and Laboratory Technicians.
- Performs administrative duties for the laboratory section including preparation and control of the annual laboratory operations budget and monitoring of new developments; evaluates equipment and procedures related to laboratory operations.
- Recommends purchase of state-of-the-art instrumentation and institutes changes in procedures to meet the section's goals and to effectively utilize personnel.

- Plans, organizes, reviews and evaluates laboratory programs that support wastewater treatment plant operations and processes, industrial waste compliance monitoring and revenue, NPDES permit monitoring and EPA pretreatment requirements.
- Directs the implementation of the Regional Water Quality Control Board's bio-monitoring requirements which include the performing of flow-through bioassays.
- Provides technical consultation to engineering, operations and industrial waste staff as required in the evaluation investigation and solution of problems where laboratory analysis is necessary.
- Implements a vigorous quality assurance program; recommends improvements in procedures and methods to maintain a high quality work product.
- Compiles and prepares correspondence and periodic technical evaluations of new programs as required by the Regional Board, State Board and EPA; directs the preparation of extensive reports and records.
- Plans and supervises the hiring, training and evaluation of laboratory professionals.
- Acts as Department First Aid, Radiation Safety Officer and coordinator in the Hazardous Materials Communication Program.

This classification is represented by the City Association of Management Personnel (CAMP)

## Desirable Knowledges, Skills and Abilities

The ideal candidate will possess the most desirable combination of training, skills and experience, as demonstrated in past and current employment history. Desirable experience and education for this position include:

- Experience and ability to work effectively with members of the public, industry and commercial representatives, regulatory and/or other agency representatives, and other City staff to negotiate disputes and service/program issues, maintain positive work relationships, and negotiate positive outcomes. Experience providing direct customer service and working with stakeholders.
- Ability to manage, motivate, and lead laboratory personnel.
- Technical knowledge of principles and regulations relevant for water quality programs.
- Proficiency with Laboratory equipment.
- Ability to interpret laboratory and operational data (such as from the Plant) and make sound recommendations for

solving problems.

- Ability to develop and manage budgets.
- Ability to communicate effectively, both orally and in writing, including the preparation and presentation of clear and concise reports, memos and program/project documentation

## Selection Process

The Selection Process will consist of an evaluation of the applicant's training and experience based on the application, resume and answers to the Job Specific questions. Only the candidates whose background best matches the position will be (forwarded into the next phase of the selection process).

You will be prompted to answer the following job-specific questions in the online application process:

1. Please describe your experience as it meets the minimum qualifications for this position. Be specific about the duties of your position and the time of service.
2. Describe your experience with managing and leading laboratory personnel. What tools and techniques do you use to ensure success?
3. Describe your experience working with laboratory equipment and with analytical methods. How do you ensure that laboratory equipment meets program and performance needs?
4. Describe your experience working with customers to address water quality issues. Also describe your interaction with various stakeholders, such as regulators, business representatives, elected officials, environmental representatives, and other departments or agencies.
5. Describe your experience with the development and management of program budgets.
6. Describe your experience with communicating laboratory information including the authoring of reports and delivery of oral presentations.

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.