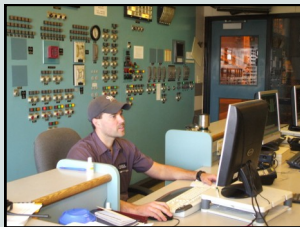


# Laboratory Manager



Green Bay Metropolitan Sewerage District  
Cleaning Water Today For Tomorrow's Generations



Green Bay Metropolitan  
Sewerage District  
2231 N. Quincy Street  
Green Bay, WI 54302  
Phone: 920-432-4893  
[www.gbmsd.org](http://www.gbmsd.org)

The Green Bay Metropolitan Sewerage District (GBMSD) is accepting applications for a **Laboratory Manager**. This position is a full time exempt position within the Technical Services Division. This position reports to the Director of Technical Services. Applications will be accepted until position is filled. Interested applicants can apply on-line at [www.gbmsd.org](http://www.gbmsd.org).

**SALARY:** \$34.49 – \$46.67 per hour — Pay grade 13

## SUMMARY:

This position is responsible for managing the overall and daily operations of the Green Bay Metropolitan Sewerage District's (GBMSD) Laboratory Services Section. The incumbent is responsible for managing all aspects of the quality assurance program, and for providing accurate and timely analytical information to comply with WPDES requirements, monitor the treatment plant's effectiveness, generate customer billings, and to support the Industrial Pretreatment and Ambient Water Monitoring Programs.

An employee in this position manages the work of a staff of seven or more technical personnel engaged in a wide variety of laboratory sampling, analysis and quality control functions. The incumbent is accountable for meeting the training and developmental needs of all section personnel and for influencing the technical capabilities of each individual, as well as fostering a team environment.

Duties also include responsibility for maintaining compliance with state and federal regulations, data validation and reporting, customer service and serving as a liaison with the DNR on matters related to laboratory certification. Work is performed under the direction of the Technical Services Division Director and is reviewed through conferences, observation of results and reports/records of testing output quality and efficiency.

## ESSENTIAL DUTIES and RESPONSIBILITIES:

### **Department Management (45%)**

Manages all operational aspects of a state certified laboratory. Provides leadership for the development, implementation and communication of the goals, objectives, policies and procedures pertaining to the cost-effective generation of analytical data. Evaluates procedures to improve effectiveness and efficiency. Evaluates performance of laboratory staff, provides for continued training and development, and promotes succession planning to ensure continuity. Prepares and monitors the department budget and evaluates the true cost analysis of laboratory services. Evaluates capital expenditures to ensure that the life cycle of analytical equipment is maximized. Ensures that laboratory staff maintains an awareness of proper safety procedures and guidelines.

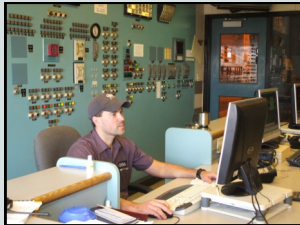
### **Quality Assurance Management (35%)**

Manages the laboratory quality assurance program to maintain compliance with state and federal regulations. Reviews analytical output for accuracy and precision,

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evaluates causes of irregular results, provides corrective actions for deficiencies, conducts internal audits, and coordinates quarterly and annual proficiency testing. Maintains all laboratory documentation systems including the Quality Assurance Manual, Methods Manual, standard operating procedures, quality control records, and raw analytical data. Serves as representative for GBMSD on various technical advisory committees relating to laboratory issues. Represents GBMSD in a professional capacity at public hearings, conferences and DNR regulatory meetings.

### **Data Management (20%)**

Validates and organizes all laboratory output utilizing various Access databases and spreadsheets to build reports for internal and external laboratory customers. The laboratory is responsible for data needed to comply with the WPDES permit, monitor treatment plant efficiency, bill industrial and municipal customers, analyze industrial contributions for the Pretreatment Program, and provides research support for the Ambient Water Quality Monitoring Program. Responsible for calculating annual load projection revenue for sewer service customers. Validation of monthly billing data for accuracy. Evaluation of "reduced sampling" data for variance with statistical model. Manages special projects and provides customer service as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

This position combines the need for considerable analytical ability and technical training with good managerial knowledge. The employee works independently to provide primary oversight and direction for the successful performance of the section's mission. The position requires considerable attention to detail to assure absolute accuracy and defensibility of laboratory output. Individuals in this position should have considerable ability to foster effective teamwork; considerable ability to establish and maintain effective working relationships with subordinates, peers, management and the general public; and effectively monitor the work of subordinates.

The incumbent should have full working knowledge of quality assurance/quality control procedures associated with laboratory analysis; full working knowledge of all State and Federal regulations that affect laboratory operation and the GBMSD's permit; good knowledge of laboratory procedures and equipment; good knowledge of the chemical and biological processes used by municipal wastewater treatment plants and good knowledge of occupational hazards and safety precautions associated with all aspects of field sampling procedures and laboratory analysis.

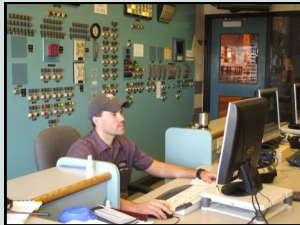
The incumbent must possess demonstrated organizational abilities in maintaining laboratory documentation systems that verify laboratory operations, provide legally defensible results and comply with all regulations. Must possess excellent oral and written communication skills, including the ability to prepare technical reports, using modern software, which require the use of basic and moderately advanced mathematics.

Should have considerable ability to assess and understand complex policy, procedural and technical regulatory issues, relate them to GBMSD activities, and project future

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impacts. Should have considerable ability to communicate technical concepts to GBMSD management and the Commission.

## QUALIFICATIONS:

Successful candidates will have completed a B.S. Degree in Chemistry, Biology or Environmental Science and eight years experience in progressively responsible laboratory services administration functions.

## WORKING CONDITIONS:

Normal work conditions call for minor levels of physically demanding effort characterized by light lifting, standing or walking. Regular use of computers can potentially result in eyestrain. Employees in this classification work in conjunction with a wastewater treatment plant laboratory environment with minimal potential for exposure to carcinogens, toxic chemicals, and pathogenic organisms and less desirable atmospheric and sanitary conditions. The level of normal exposure to position risk/hazard is a known element of the position and safety devices and procedures are regularly used to prevent accidents.

## APPLICATION:

This position description is intended to identify essential duties and also illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision  
at any time at the discretion of management.**