



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	MANAGER OF LABORATORY SERVICES	<b>Department:</b>	WATER
<b>Job Code:</b>	4015	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-5

### Summary

This is highly responsible professional and administrative work in the direction of monitoring programs for public drinking water and environmental water quality. Work involves responsibility for planning, directing, and administering municipal programs dedicated to monitoring public drinking water and environmental water quality. Policies are established in cooperation with the Director of Water Services and the primary responsibilities of an employee of this class consist of the interpretation and implementation of policy and overall administration of the program. Work is reviewed by the Director of Water Services for results and adherence to departmental policies, but an employee of this class uses personal discretion and judgment and is allowed very broad latitude and freedom of action in the implementation and administration of the environmental health program.

### Duties and Responsibilities

- Plans, assigns, and directs the work of a staff of professional and technical personnel performing a wide variety of chemical and bacteriological tests and examinations for the treatment and purification of water, sewage, and other samples and specimens submitted to the laboratory.
- Supervises all laboratory activities of the chemical and bacteriological control laboratory for water treatment and purification.
- Studies and adopts new and improved methods for the performance of such chemical, bacteriological, and physical tests; supervises the training of subordinate employees in the use of modern methods of laboratory examination.
- Directs and performs research work to improve existing methods or procedures and to develop new and improved techniques.
- Cooperates with other municipal departments and divisions in the improvement of laboratory services and practices; consults with representatives of the department and other municipal agencies concerning laboratory services and problems.
- Prepares comprehensive and detailed reports of the work of the laboratory, including reports required by state and federal agencies.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:

- The principles, methods, and standard practices applied in water, sewage, and related laboratory technology.
- The use, operation, and care of standard laboratory equipment.
- Current literature and research developments in water, sewage, and related laboratory technology.
- The basic principles and procedures of chemistry, bacteriology, physics, and related fields as applied to water, sewage, and related laboratory work.

Considerable knowledge of:

- The principles and practices applied in water and sewage control laboratory administration and the effective methods of supervision and instruction as applied to work of a small group of professional and technical assistants.

Ability to:

- Establish and maintain effective working relationships with subordinates, superiors, municipal officials, and the general public.
- Prepare reports of routine laboratory and research work and supervise the maintenance of required reports.
- Plan, conduct, and supervise research in bacteriological, chemical, and physical methods and techniques.

**Education and Experience**

Accredited Bachelor's degree with major course work in an environmentally related field such as Environmental Science, Environmental Studies, Chemistry, Biology, Microbiology, Biochemistry, or related field, and five (5) years progressively responsible laboratory experience in organic and inorganic chemistry, environmental toxicology, and responding to environmental regulations, including three(3) year of supervisory experience.

Or

An equivalent combination of education and experience.

- Certificates/ Licenses/Special Requirements**
- Must pass a physical examination as prescribed by the City.
  - Will be required to pass a preemployment drug screen.
  - Must pass a background check as prescribed by the City.
  - Wastewater Analyst Certification through Missouri Water Environment Association or equivalent state certification
  - Possession of Distribution System certification issued by the Missouri Department of Natural Resources

**Supervisory Responsibility**

Supervision is exercised over a small group of professional, technical, and other employees.

**Supervision Received**

Work is performed under the general supervision of an administrative superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created** 9/06

**Revised** 5/11, 7/11,8/2022 , 01/2024

