



City of Pompano Beach  
 Open Competitive  
 Job # **21-003**

Opening Date: **10/07/20**  
 Closing Date: **Open Until Filled**



**Position**

**Salary**

**LABORATORY MANAGER**

Biweekly: \$2,646.52 - \$3,723.93  
 Annual: \$68,809.52 - \$96,822.13

Work Days/Hours : Monday – Thursday, 7:00 a.m. – 6:00 p.m.; includes other hours as assigned  
 Job Status : ( X ) Full time ( ) Part time/temporary  
 Department/Number : Utilities/Water Treatment Plant/3320 Pay Plan/Grade: 50/29

Position Summary *(Major Job Duties)*

Professional, supervisory and administrative position responsible for overseeing the activities of the Utilities Laboratory and its programs. This position is responsible for monitoring drinking water and reuse quality, monitoring for all Utility permits, and preparing regulatory reports. Oversees laboratory safety and adherence to the established quality system procedures as outlined in the laboratory quality and field sampling manuals. The incumbent exercises independent judgment in developing and carrying out the daily operations of the laboratory. Must demonstrate commitment to ethical behavior and compliance with rules, policies and standards to achieve permit and program compliance. Essential duties include training and managing staff, annual budget and equipment capital replacement schedule development, and scheduling compliance requirements. Performs revisions to lab and field quality manuals, annual systems and managerial audits, data verification and validation and ensure the laboratory operates according to current standards. Works proactively and provides excellent customer service to internal and external customers. Handles customer complaints and generates the consumer confidence report data. Maintains 100% compliance with all National Environmental Laboratory Accreditation Program (NELAP) and Florida Department of Environmental Protection regulations related to analysis and sampling. Leads and participates in Lean/6 Sigma process improvement teams and Effective Utility Management (EUM) workgroups. Follows safety procedures and promotes a safe working environment. This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Performs related duties as required.

Qualifications *(Education, work experience, special requirements)*

Graduate of an accredited college or university with a Bachelor's degree in chemistry, environmental science, or related discipline. Master's degree preferred. Considerable experience in a NELAP-certified water quality laboratory overseeing sample collection and analysis preferably in both water and wastewater treatment, compliance reporting, and quality assurance/control three (3) years of which must have been in a supervisory capacity. Strong English written and oral communication skills required. Ability to speak effectively to large groups and design and conduct PowerPoint presentations. Ability to operate MS Office programs. Strong working knowledge of NELAP, FDEP field sampling SOPs, and water, wastewater and reuse regulations. Knowledge of water and reuse treatment facilities and distribution systems. Ability to work well with both internal and external customers. Strong organizational and documentation skills, and attention to detail. Knowledge of laboratory safety standards. Must have a passion for water quality and creating an efficient and strong laboratory and field sampling operation. Must understand the relationship between laboratory operations and utility compliance and Effective Utility Management. Ability to train and develop staff to increase their potential. Ability to facilitate and implement efficiency and EUM efforts. Must attain a Lean/6 Sigma greenbelt within one year of hire. A comparable amount of training and/or experience may be substituted for the minimum qualifications.

Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060  
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>

The City of Pompano Beach is an Equal Opportunity Employer  
 SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION