

## LABORATORY SUPERVISOR

### DEFINITION

Plans, supervises, and schedules the work of employees assigned in the environmental and asbestos testing laboratory and determines and establishes methods and procedures to be followed in conducting research.

### TYPICAL DUTIES

Supervises employees using equipment, such as transmission electron microscopes, x-ray detectors, evaporators, plasma ashers, polarized light microscopes, stereo microscopes, phase contract microscopes, refractometers, balances, and muffle furnaces.

Trains laboratory employees in the use and care of equipment, proper procedures and safe practices for laboratory tests and preparation of laboratory reports.

Establishes objectives, standards, guidelines, budgets, and practices for the District's asbestos analysis laboratory.

Develops and maintains a program of quality control to assure accuracy of testing procedures and reports and prepares and updates a quality-control procedures manual and creates data forms for analysis and calibration.

Supervises the day-to-day operations of the laboratory, including analysis scheduling, approving employee timesheets, vacations, and absences.

Ensures laboratory compliance to Federal, State, and Local environmental regulations and guidelines through NVLAP accreditation, self-assessments, audits, inspections, investigations, and corrective action.

Reviews, interprets, and implements compliance to federal, State, and local environmental regulations and guidelines.

Assures that required State, Federal, and other necessary laboratory accreditations for asbestos analysis are maintained.

Reviews and signs laboratory reports which may include Transmission Electron Microscopy (TEM), Polarized Light Microscopy (PLM), Phase Contrast Microscopy (PCM) and Point Count analysis reports.

Performs routine Quality Assurance (QA) and Quality Control (QC) duties, including, assigning, compiling, tabulating, graphing, and statistically analyzing data, and reporting results, as required.

Coordinates interlaboratory QC round robin testing with outside asbestos laboratories.

Supervises the preparation and analysis of samples using TEM, PCM, PLM and Point Count Method.

Prepares communications regarding laboratory test results to District offices and to environmental health and safety enforcement agencies.

Coordinates operations and usage of the Laboratory Information Management System (LIMS).

Ensures that supply and material inventory are maintained to meet projects needs and orders supplies and equipment.

Coordinates the maintenance and repair of laboratory equipment and instrumentation and calibrates laboratory equipment as required.

Serves as a liaison between the District and other governmental agencies regulating laboratories, such as the EPA and the National Institute of Standards and Technology, to acquire and maintain laboratory certification and participation in accredited programs.

Operates laboratory equipment to analyze samples and to demonstrate techniques.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Laboratory Supervisor supervises the employees and activities of the environmental and asbestos testing laboratory, develops laboratory methods and techniques, and reviews test results.

An Electron Microscopist operates a transmission electron microscope and related equipment to conduct tests of samples to detect and classify asbestos.

An Environmental Laboratory Analyst performs bulk and air sample analysis, using polarized light and phase contrast microscopy.

## SUPERVISION

General supervision is received from the Facilities Environmental Technical Manager or other administrator. General supervision is exercised over Environmental Laboratory Analysts, Electron Microscopist and other personnel assigned to the laboratory.

## CLASS QUALIFICATIONS

### Knowledge of:

- Laboratory equipment
- Laboratory testing procedures, including methods involved in asbestos studies
- State, federal, and local regulations related to Chemical Hygiene & Safety, Hazardous material handling and disposal, and occupational safety & health
- Governmental agencies dealing with certification of laboratories
- Laboratory record keeping procedures
- Safe laboratory practices and procedures
- Laboratory qualification and accreditation procedures pertaining to the National Institute of Standards and Technology (NIST) and the National Voluntary Laboratory Accreditation Program (NVLAP), and American Industrial Hygiene Association (AIHA) participation
- Transmission Electron Microscopy (TEM); Polarized Light Microscopy (PLM); Phase Contrast Microscopy (PCM) and Point Count analysis
- Refractive index measurements

### Ability to:

- Establish work priorities
- Supervise and train employees
- Develop and implement quality control standards
- Perform transmission electron polarized light and phase contrast microscopy
- Statistically analyze data and interpret laboratory testing reports
- Communicate effectively orally and in writing
- Work effectively with District employees, environmental consultants and personnel from other public agencies and testing laboratories

### Special Physical Requirements:

- Visual acuity to perform phase contrast and polarized light microscopy
- Normal color vision
- Safely lift and move supplies and equipment

## ENTRANCE QUALIFICATIONS

### Education:

- Graduation from a recognized college or university with a major preferably in chemistry,

biochemistry, biology, engineering, or a natural or physical science and completion of a recognized training in Asbestos Identification by Polarized Light Microscopy or equivalent. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Three years of professional experience working in a laboratory analyzing environmental samples. One year of the required experience must have included providing work direction. Supervisory experience is preferable.

Special:

Certification in Asbestos Analysis by TEM or Advanced Asbestos Analysis by TEM preferred.

SPECIAL NOTE

1. Requires wearing a negative pressure respirator
2. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos.
3. Employees in this class are subject to call at any hour.
4. Completion of a NIOSH Course 582 for sampling and evaluating airborne asbestos required before the end of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Reestablished  
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