

Job Announcement

Position: Laboratory Manager
Division: Water Quality and Compliance
Rate: To be determined

FLSA: Exempt
Posted: October 28, 2020
Application Deadline: until filled

Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Laboratory Manager. Under the general direction of the Water Quality and Environmental Compliance Manager, the Laboratory Manager, leads, oversees, and coordinates the laboratory's staff and the implementation of the Laboratory's Quality Assurance Plan.

Duties:

- Maintains and updates the laboratory's Quality Assurance Plan (QAP)
- Coordinates activities required by the State of Pennsylvania Laboratory Accreditation Bureau, including preparing required documentation, submitting applications and coordinating annual reviews and technical revisions to Standard Operating Procedures (SOPs).
- Reviews drafts of new and updated SOPs for conformance with state and federal EPA requirements; works with Water Quality/Environmental Compliance Manager and staff to resolve process and other issues applicable to SOPs.
- Monitors revisions and additions to certification and regulatory requirements for impacts on quality assurance/quality control (QA/QC) requirements.
- Develops and conducts new and refresher training sessions for laboratory staff on QA/QC standards, processes, data integrity, ethics and reporting requirements.
- Compiles existing and/or develops new QA/QC reports for management.
- Coordinates preparation for onsite audits by state certification officers.
- Monitors to the QA/QC procedures specified in the QAP and SOPs are being consistently applied.
- Conducts monthly spot checks of raw data generated in the laboratory and evaluates its accuracy in relationship to previous, simultaneous and related data.
- Ensures that applicable quality control procedures have been followed based on analytical results.
- Reports any anomalies to Water Quality Manager and ensures that control and detection limits for processes are reviewed and modified as warranted.
- Conducts periodic audits and assessments of laboratory methods and processes down to a detailed level including instrumentation settings.
- Trace processes from sample collection to reporting to verify compliance with the laboratory QA manual, applicable SOPs and all certification and regulatory requirements.
- Manages laboratory records and data.
- Confers with QA/QC officers or related staff at contract laboratories when discrepancies or anomalies have been identified in reporting of their results; gains agreement and documents corrective action to resolve discrepancies.
- Arranges for and participates in annual proficiency testing.
- Maintains personnel files, including employee Performance Testing records and employee training records.
- Directs plant and field tests and special laboratory studies to support the treatment process.
- Reviews data and makes recommendations.
- Oversees or supports the sampling and reporting as needed for the Authority's NPDES and other permits.
- Oversees preventative maintenance and repair activities on the laboratory, plant, and field sampling equipment.
- Ensures the calibration of instrumentation and ensures compliance with regulatory requirements.
- Works with the Water Quality and Compliance Manager to develop annual budgets and arranges for the procurement to replace laboratory and field equipment as needed.
- Prepares the annual Consumer Confidence Report (CCR) for publication.
- Assists in the preparation and update of emergency response plans and procedures for the Authority's Emergency Response Plan.
- Investigates water quality concerns from customers.
- Prepares customer reports and briefings to the Certified Operator's Committee.
- Other duties as assigned.

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Background:

- Applicant must have a bachelor's degree in Chemistry, Biochemistry, Biology or a related field and a minimum of five years progressively responsible related experience. A Master's degree in Chemistry is preferred.
- At least three years of water quality sample analysis experience required.
- Must have a working knowledge of the statistics involved in laboratory quality control practices, experience with Standard Methods for analysis of microbiological, organic and inorganic parameters.
- Possession of a Water and/or Wastewater Operator's Certificate is preferred.
- A combination of education, training and experience that provides required knowledge, skills, and abilities to perform the essential functions of the job, may be considered.
- Considerable knowledge of laboratory programs, processes, and analysis.
- Experience working in a certified drinking water laboratory is required.
- Understanding of current federal, state, and local laws pertaining to Chapter 252 and Chapter 109.
- Proficient in supervising and directing the work of all assigned laboratory staff, both union and non-union.
- Effective written and verbal communication skills.
- Ability to work effectively as part of a team.
- Ability to manage others, including previous management positions.
- Certified Class A Drinking Water License is a plus.

General Requirements:

Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

Applicant must have permanent residency within one of the following Pennsylvania counties at the time of appointment and remain a resident within one of the noted counties throughout employment with the PWSA:

- Allegheny
- Armstrong
- Beaver
- Butler
- Fayette
- Greene,
- Lawrence
- Indiana
- Washington
- Westmoreland

Verification of permanent residency is required at time of appointment.

A performance or written exam as well as a medical exam may be required prior to appointment.

Physical Demands and Working Conditions:

The employee will be required to complete routine office work in a standard office setting. They also must regularly lift or move up to 20 pounds.

- Ability to work in a laboratory and plant setting.
- Perform physical work outdoors in extreme weather.
- Availability to work emergencies including all three shifts, weekends, and holidays if necessary.
- Exhibit full range of motion to complete tasks like climbing, balancing, kneeling, or grasping.
- Ability to utilize senses to see and communicate.

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The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Applications:

Application forms are available online at www.pgh2o.com/about-us/careers or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to HR@pgh2o.com, by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority
ATTN: Human Resources
1200 Penn Avenue
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.