

## **Senior Water Microbiologist (7861)**

### **TASK LIST**

1. Reviews and maintains standard operating procedures in order to ensure the quality of all data generated through the activities of subordinate professional and technical scientific staff.
2. Assists in designing and implementing programs in order to comply with Federal and State water quality regulations.
3. Serves as a liaison with the public, environmental groups, and government agencies involved in water quality regulation in order to ensure public communication and transparency of water quality.
4. Recommends the purchase, design, and construction of new or improved measuring or testing equipment for use in the field or laboratory in order to stay consistent with industry standards and accurately monitor water quality.
5. Requisitions supplies and equipment for the section in order to ensure program responsibilities are met and sufficient materials for field or laboratory work.
6. Prepares operation, maintenance, and staffing budgets for the section in order to ensure the program rules and processes are completed.
7. Performs routine administrative responsibilities such as weekly reports to management, strategic planning and goals, and other related responsibilities in order to ensure proper program implementation, employee management, and safety standards.
8. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities set forth in the City's Equal Employment Opportunity (EEO) Program including communicating equal employment information to employees, administering progressive discipline, and grievance handling in order to promote a fair and equitable workplace and fulfill basic supervisory duties.
9. Analyzes and evaluates operations in order to develop policies and procedures in order to affect corrective actions.
10. Initiates, develops, administers, and supervises the performance of special analyses and investigative projects in order to provide program management to employees.
11. Analyzes, interprets, and prepares laboratory reports in order to meet the requirements of mandated monitoring programs.
12. Establishes and maintains laboratory records in order to meet water quality regulations and laboratory certification, and identify corrective actions.