



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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Laboratory Supervisor

The Town of Valdese (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking a **Laboratory Supervisor** to work at the Lake Rhodhiss Wastewater Treatment Plant. The Laboratory Supervisor will supervise and perform a variety of tests on raw and treated wastewater samples. The Laboratory Supervisor will also serve as pretreatment coordinator, responsible for establishing permit limits for industries and monitoring their compliance with those limits and for the Fats, Oils and Grease Program for the Town. May serve as backup-ORC as needed at the plant. Responsibilities include, but not limited to, establishing standard methods, work schedules, conducting complex laboratory procedures, preparing necessary records and maintenance of records and files. Work is performed under general supervision of the Treatment Plant Superintendent and is evaluated on the basis of individual performance objectives, observation, accuracy and thoroughness of assigned responsibilities.

Desirable Education and Experience Requirements:

One of the following combinations of education and experience is minimally required by the State of North Carolina: B.S. or A.B. degree in chemistry or closely related science curriculum from an accredited college or university and minimum six months lab experience in analytical chemistry, or a two (2) year associate degree from an accredited college, university or technical institute in chemistry technology, environmental sciences or closely related science curriculum, plus a minimum two years analytical chemistry experience.

Special Requirements:

Valid North Carolina Driver's License.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$37,000. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Courtney Kennedy
Human Resources Director
P.O. Box 339
Valdese, NC 28690

Email: ckennedy@valdesenc.gov

Telephone: 828-879-2117

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: Job is open to filled

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.

LABORATORY SUPERVISOR

General Statement of Duties

Performs difficult technical work supervising a state certified wastewater treatment plant laboratory necessary for the monitoring of municipal wastewater operations; may supervise laboratory staff.

Distinguishing Features of the Class

An employee in this class supervises and participates in a variety of chemical, biological, and microbiological tests designed to produce safe operation of water and waste treatment. Work includes establishing standard methods, work schedules, and timetables; troubleshooting process problems; conducting complex laboratory procedures; and preparing necessary reports and maintenance of records and files. Work also includes insuring proper inventory of equipment and supplies and calibration of equipment. The employee is designated as the Laboratory Supervisor and accountable to the state for the accuracy and record keeping in the certified laboratory. In addition, the employee serves as pretreatment coordinator responsible for establishing permitted levels for industries and monitoring their compliance with those levels and for the Fats Oils and Grease program for the Town. The employee is subject to hazards associated with wastewater and chemical work including exposure to electrical current, and chemicals, fumes, odors, dusts, mists, gases, and poor ventilation. Work is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under general supervision and is reviewed for conformance to testing and reporting procedures and accuracy.

Duties and Responsibilities

Illustrative Examples of Work

Supervises and performs tests on a variety of raw and treated water and wastewater samples; coordinates test results with plant operations personnel; establishes standard methods to be used following state and EPA guidelines; operates a microcomputer to analyze and track test results.

Supervises the preparation of solutions and reagents.

Supervises and performs tests to determine ph, alkalinity, biological oxygen demand, total solids, volatile solids, settleable solids, fecal coliform, ammonia, nitrates, and nitrites, manganese, and other tests.

Interprets laboratory results and prepares state and federally required reports.

Supervises and participates in the maintenance of an inventory of chemicals, solutions, culture media, reagents, required forms, and other laboratory supplies.

Serves as pretreatment coordinator; works with industries to determine permitted levels; conducts headworks analysis for the Town's NPDES permit; monitors industrial compliance with permitted levels including inspections, sampling, sample analysis, and technical guidance.

Supervises and participates in the Town's Fats Oils and Grease FOG program; works with restaurants and commercial and institutional kitchens to install and properly empty grease traps; inspects covered facilities as necessary and provides appropriate monitoring.

Performs quality control program on equipment and supplies to assure reliable test results; maintains laboratory equipment in proper operating order; maintains state laboratory certification; calibrates instruments.

Consults with, informs, and advises plant personnel about controls to be used, defects found, or changes in treatment process.

Participates in hiring and provides training, performance coaching and evaluation to assigned staff.

May serve as back-up ORC for the treatment plant.
Establishes sample-taking methodology.
Supervises the sampling and prepares samples for contract laboratory analysis; reviews results of analyses.

Additional Job Duties

Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Thorough knowledge of modern laboratory techniques, materials, and equipment, including those used in complex chemical and biochemical analysis of water and wastewater.

Thorough knowledge of the principles of organic and inorganic chemistry.

Considerable knowledge of state, federal, and local laws, regulations, and practices related to water and wastewater treatment and discharge.

Working knowledge of modern and effective supervisory principles and practices and Town personnel and purchasing policies and procedures.

Considerable knowledge of the wastewater treatment process and process controls.

Working knowledge of the application of information technology to laboratory and plant operations.

Knowledge of statistical analysis.

Skill in collaborative conflict resolution.

Ability to read and interpret technical federal guidelines on treatment procedures and tests.

Ability to interpret Town ordinances and state regulations related to wastewater treatment, industrial pretreatment and FOG program.

Ability to prepare laboratory reagents and assemble laboratory apparatus for chemical and biological analysis.

Ability to take water and sewage samples and perform the necessary laboratory tests.

Ability to prepare and keep accurate records and prepare reports.

Ability to plan, organize, and supervise the work of subordinates.

Ability to understand and carry out complex oral and written instructions.

Ability to perform mathematical calculations.

Ability to establish and maintain effective working relationships with peers, superiors, and contracting agencies.

Physical Requirements

Must be able to perform the basic life functions of stooping, crouching, reaching, standing, lifting, fingering, grasping, talking, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

Must possess visual acuity to prepare and analyze laboratory results, data, and figures, to operate a microcomputer, and to perform visual inspection of measurement devices.