

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: September 2010
REVISED: July 2012
REVISED: November 2015
REVISED: March 2019

JOB TITLE: Lab & Compliance Manager

DEPARTMENT: Treatment Operations

FLSA: Exempt

REPORTS TO: Director of Treatment Operations

Category: Essential

SUPERVISES: Lab Administrative Specialist, Lab & Compliance Technician, Senior Laboratory Technician, Laboratory Technician

SUMMARY OF RESPONSIBILITIES

To coordinate the compliance of Service Authority water and wastewater treatment operations, manage the Industrial Pretreatment Program, and manage the ACSA Lab in accordance with federal, state, and local regulations.

ESSENTIAL JOB FUNCTIONS

1. Manage the Industrial Pretreatment Program: issue permits; inspect industrial facilities; direct test sampling; monitor industrial discharges; operate and maintain automatic sampling equipment; submit the Annual Industrial Pretreatment Report to the Department of Environmental Quality; issue Notice of Violations; assist consultants, industrial engineers and Service Authority staff with the development of pollution abatement programs for industry; educate users on proper trap use, correct installation and maintenance; maintain documented problems regarding inflow and infiltration.
2. Provide leadership to the lab: set priorities, provide guidance, training and support to staff.
3. Act as main contact for Division of Consolidated Lab Services (DCLS) and Virginia Environmental Laboratory Accreditation Program (VELAP.)
4. Organize and monitor programs for septage disposal, toxicity testing, and lead and copper testing. Plans water sample collection schedules and sample siting plans.
5. Coordinate Virginia Pollutant Discharge Elimination System permits for all Service Authority locations. Review e-DMRS, attach reports and correspondence prior to certification. Prepare renewal applications.
6. Responsible for maintaining current information and tracking compliance with regulations. Coordinate responses to regulatory agencies on enforcement issues.

7. Update Management staff on all regulatory issues and deadlines. Coordinate actions involving legislative action related to regulatory compliance matters.
8. Collect data from a variety of sources to develop spreadsheets, databases, and reports, including the ACSA Annual Report, Consumer Confidence Report (Annual Water Quality Report), Annual Biosolids Report, and Storm Water Reports.
9. Serve as the Service Authority's representative on the Virginia Association of Municipal Wastewater Agencies (VAMWA) by attending meetings, monitoring regulations affecting the Service Authority, and participating in surveys. Participates in activities with Water Environment Federation (WEF), the Virginia Water Environment Association (VWEA), Virginia Nutrient Exchange Association, and Shenandoah Valley Pure Water Forum. Participate in relevant Technical Advisory Committee (TAC) for DEQ.
10. Organizes and participates in community events and school programs.
11. Organizes and plans training programs for ACSA and outside groups on regulatory and operational issues.
12. Help coordinate Environmental Management System (EMS) audits between ACSA and Augusta County.
13. Conduct employee performance evaluations.
14. Communicate employee performance issues and disciplinary action recommendations to the Director.
15. Review all Lab reports.
16. Prepare an annual budget.
17. Must be able to react to changing business needs effectively and handle other tasks as assigned.

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. Must possess a Bachelor's Degree in Chemistry, Biology, Engineering, or equivalent and a minimum of two (2) years' experience in wastewater or water facility operations.
2. Prefer a minimum of three (3) years supervisory experience.
3. Ability to communicate both verbally and written, and read in English to understand directions, procedures, maintain records, and communicate to others.
4. Must have an understanding of mathematics, computer and business related software (Microsoft Office), and read and interpret regulatory manuals.
5. Ability to multi-task effectively and efficiently.
6. Must exhibit a positive attitude to effectively deal with the public, visitors, industrial clients, local government and agency officials, and co-workers.
7. Must possess a valid Virginia Driver's License.
8. Must comply with the Augusta County Service Authority's Laboratory Ethics Policy.
9. Must have a home phone or cell phone.

WORKING CONDITIONS

1. Regularly performs work in a typical office environment. Occasionally works in outside weather conditions with exposure to extreme heat/cold, uneven terrain, and heights.

2. Subject to contact with liquid water, wastewater and vapors, hazardous materials, and blood borne pathogens while performing duties. Occasional exposure to dust, fumes and noise
3. Frequent sitting. Frequent repetitive movements. Occasional standing, walking, lifting, carrying (up to 50 pounds without assistance), pulling, twisting, climbing, stooping/bending, kneeling, reaching, and grasping.
4. Must be able to work independently, with minimum supervision.
5. May be required to work irregular schedules on an as needed basis, which includes overtime, night duty, weekends, and holidays. Subject to call-in for emergency assignments.

EMPLOYMENT CONDITIONS

1. Pre-employment drug and alcohol test
2. Pre-employment physical
3. Pre-employment driving record review
3. Annual driving record review
4. This position is considered a safety sensitive position and is subject to random drug and alcohol testing.

EQUIPMENT OPERATED

Computer, calculator, samplers, truck, and field laboratory equipment.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations and wear protective equipment as required (e.g., hard hat, hearing protection, uniform, eye protection, gloves, safety shoes, etc.).
2. Some locations have microorganisms present. Employees with body piercings or a skin lesion (especially when they are new) may be susceptible to infection. Must keep skin lesion protected to avoid contact.

THIS JOB DESCRIPTION MAY NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____