

North Marin Water District

LABORATORY SUPERVISOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Reports to: Director of Water Resources Manager

FLSA Status: Non-exempt

DEFINITION

Under general supervision of the Water Resources Manager, manages laboratory operations and ensures laboratory quality systems comply with state requirements and standards (currently the TNI 2016 Laboratory Standard). Designated Quality Manager under TNI 2016 4.1.7.1. Directs and supervises activities of the laboratory and laboratory programs while adhering to the highest ethical standards, holding a position of public trust.

DISTINGUISHING CHARACTERISTICS

Designated as the Laboratory Quality Manager, the Laboratory Supervisor is responsible for maintaining the currency of the laboratory quality manual, related SOPs and other elements of the laboratory quality systems. They are also responsible for carrying out sampling and testing for various water quality programs and for producing high quality, legally defensible test data to be reported to State and/or Federal agencies. Performs complex analyses requiring knowledge of the principles and methods of analytical techniques.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Director of Water Resources. Exercises independence in undertaking tasks as the Laboratory Quality Manager. Supervises laboratory staff (Laboratory Technicians and Laboratory Analysts). May be assigned to act as the Laboratory Technical Manager (responsibility held by Director of Water Resources) in their absence.

ESSENTIAL DUTIES (including, but not limited to the following)

- Directs, supervises, and participates in the operation of laboratory activities, sampling programs, and responds to all water quality complaints or emergencies.
- Prepares and submits reports and/or presentations.
- Conducts the required annual internal audits (TNI 2016 4.14)
- Prepares and controls laboratory budgets.
- Attends and conducts staff meetings, participates in management activities and projects as required.

OTHER DUTIES:

- Work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker
- Regular attendance at the work site. (Not a remote or hybrid position)

Approved	
Date	9-21-2026

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Minimum Education and Experience

Sufficient experience and education to successfully perform the duties of a **Laboratory Supervisor**. An equivalent of five years of experience in water and/or wastewater laboratory work and a bachelor's degree in chemistry, biology, sanitary engineering and laboratory analysis or a related field from an accredited college or university. At least two years in a position of supervisory responsibility or increasing supervisory responsibility

Desired Experience

An equivalent of seven years of experience in water and/or wastewater laboratory work and a bachelor's degree in chemistry, biology, sanitary engineering and laboratory analysis or a related field from an accredited college or university. Three or more years in a position of supervisory responsibility or increasing supervisory responsibility. Two years of experience administering laboratory quality systems.

Knowledge/Skill/Ability

The ideal candidate will have:

Knowledge of:

- The principles, methods, materials and equipment used in the chemical analysis and treatment of water and/or sewage;
- The physical, chemical and biological factors affecting water quality and ability to identify and correct undesirable conditions.
- Ability to read and interpret technical information, analyze problems, multitask, and operate under deadlines.
- Ability to demonstrate experience and capability to handle multiple projects and maintain accurate work progress
- Ability to establish and maintain effective working relationships with contractors, other agencies, supervisory personnel, and peers.

Ability to: plan, organize and supervise a technical work program and staff; ability to establish and maintain effective relationships with other public agencies, vendors, contractors and the general public. Meets the minimum manager qualifications in 2016 TNI 5.2.6.1.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Water Environment Association (CWEA) Laboratory Analyst III or CA-NV AWWA Water Quality Analyst III.

Possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D2 Water Distribution Operator.

Possession of a Water Treatment Operator T2 certification from DWOCP is desirable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This position requires the following working conditions and physical requirements:

Mobility: Ability to work in an office setting with prolonged periods of sitting, standing, twisting, bending, and reaching. Fieldwork includes walking on various surfaces, kneeling, bending,

stooping, squatting, turning, lifting, climbing, twisting, and reaching.

Manual Dexterity: Frequent use of both hands for simple and power grasping, fine manipulation, and coordinated movements. Tasks may involve operating office and field equipment, specialized instruments, and tools, requiring repetitive arm/hand movements and coordination of multiple limbs.

Physical Activities: Ability to use arms above the shoulder, walk on level and slippery surfaces, climb, balance, stoop, kneel, and crouch. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

Computer Use: Proficiency in retrieving data using a computer keyboard.

Vision and hearing: Near and far vision for visual checks of facilities, reading statistical data, and using a computer. Hearing is required when providing phone service and working with customers (internal and external).

Sensory Abilities: Use of smell and hearing to detect odors and mechanical equipment conditions.

Hazard Exposure: The work requires exposure to conditions that may be hazardous or unpleasant. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to a variety of hazardous chemicals or contaminants.

Driving: Ability to drive a vehicle, including a four-wheel drive on dirt roads in varying weather and road conditions.

Work hours: Include potential evening meetings, on-call duty; overtime, weekends, evenings, and holidays as required to accommodate the District's needs.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."