

CLASS SPECIFICATION FOR  
**Chief of Laboratory Operations**

**GENERAL STATEMENT OF DUTIES:** Supervises the operation of the water reclamation facility laboratory; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The emphasis of this class is on the supervision of laboratory personnel in a variety of bacteriological and chemical testing of water and sewage. The incumbent maintains certification for all required testing to assure acceptance and accuracy of analysis results; completes various laboratory procedures; and gives technical guidance to professional, technical and paraprofessional staff. Work is performed under general supervision of the Water Reclamation Facility Engineer.

**EXAMPLES OF WORK** (illustrative only):

- Oversees the operations of the laboratory in receiving, recording, preparing and testing samples;
- Supervises and maintains quality control to assure State (EPA) certification;
- Oversees the analysis of State samples and maintains documentation to satisfy State certification procedures;
- Supervises the purchase, use and maintenance of all laboratory equipment;
- Keeps abreast of the latest techniques and equipment for testing water, sewage, landfill and other types of samples;
- Trains laboratory personnel in conducting various tests and in the operation and maintenance of laboratory equipment;
- Maintains procedures for proper sampling coverage and to meet State requirements;
- Interviews, recommends for hire, trains and evaluates Chemists, Laboratory Technicians and Laboratory Aides;
- Provides data and reports to answer complaints and inquiries;
- Prepares reports for departmental, State and other outside uses;
- Oversees the inventory and ordering of chemical supplies;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of principles, practices and techniques of chemistry and microbiology to maintain State (EPA) certification; extensive knowledge of the operation and maintenance of equipment used in a water quality laboratory; ability to effectively supervise laboratory personnel; ability to analyze, evaluate and make recommendations concerning laboratory tests.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in chemistry and three (3) years of experience in a responsible position in a certified laboratory, preferably including one (1) year in a supervisory position; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.