



Lab Manager

Status: Full-time

Department: Wastewater

Location: 225 Mardale Drive

Supervisor: Water Utilities Director

Principal Function: The lab manager is responsible for planning, scheduling, sampling, organizing, and completing all laboratory testing of the wastewater treatment plant and sewer collection system.

Essential Duties and Responsibilities: Duties include, but are not limited to:

- Schedule and perform all process control and permit-required sampling, testing, and daily reporting, as well as maintain all laboratory records and documents.
- Develop and revise the Laboratory Standard Operating Procedures.
- Develop the QA/QC program, charts, and limits.
- Report all laboratory tests that are nearing National Pollutant Discharge and Elimination System (NPDES) limits to the Water Utilities Director.
- Maintain supplies and chemical inventory.
- Maintain, inspect, and repair all laboratory equipment maintenance.
- Assist with the pretreatment, combined sewer overflow, and Stormwater program-related sampling and testing requirements.
- Assist with ensuring wastewater system operations comply with related state laws, Town ordinances, and federal standards and regulations.
- Assist with investigating, auditing, surveillance, monitoring, inspections, sampling, analysis, research, training, outreach, recognition, issuing permits, enforcement, and other pretreatment activities and programs.
- Assist, as required, with all aspects of the department activities, such as municipal lift stations; maintain sewage and Stormwater collection systems; operate specialized equipment, such as sewer televising systems and jet/vac trucks; repair and maintain buildings and grounds; and repair wastewater treatment plant equipment.
- Assist with the maintenance and repair of catch basins and manholes, combination lines, sanitary lines, and storm collection.
- Respond to inquiries and complaints regarding wastewater and initiate action to resolve valid complaints/requests.
- Assist with preparing and maintaining inventory records and reports.
- All other duties as assigned by the Water Utilities Director and their designee.

Supervisory Participation and Control: This position does not have any supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Brownsburg. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and/or Experience: A Bachelor's Degree in Chemistry, Biology, Geology, Environmental Science, or a related field; five (5) years of laboratory-related experience, including two (2) years of managing laboratory operations.

Knowledge, Skills, and Abilities:

- Ability to operate large trucks and heavy equipment.
- Ability to obtain an Indiana Class IV Wastewater Operator Certification and an Indiana Class A Industrial Wastewater Operator Certification.
- Thorough knowledge of and ability to apply department and OSHA safety policies and procedures, and ability to ensure the proper operation and maintenance of the Wastewater Department.
- Ability to coordinate and effectively communicate orally and in writing with Superintendents, Assistant Superintendents, Field Supervisors, co-workers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- General computer knowledge with experience in Microsoft Word, Outlook, and Excel.
- Must have a safe work record with good ethics and a dependable attendance record.
- Must have and maintain a verifiable driver's license and demonstrated safe driving record, and remain insurable through the town's liability insurance carrier if applicable.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand, walk, lift, and/or move up to 50 pounds without an assistive device (greater weights may be required using an assistive device). The employee occasionally will climb, balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

This job operates primarily in the general community with moderate safety/health hazard potential. The noise level in the work environment is usually moderate to loud. However, job duties will require employees to perform skilled labor with high safety/health hazard potential.

While the role follows a work schedule of 6:30 a.m. to 3:30 p.m., Monday through Friday, this job may require work beyond these hours, including nights, weekends, holidays, and on-call status.