

# Job Description

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**Human Resources**

Job Title: Environmental Technologist Supervisor I

Job Code: 904314

Job Family: Compliance

Pay Grade: JC.17.17

FLSA: Non-Exempt

EEO: Technicians

Department/Agency: Countywide

Position Number(s): Multiple

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management - Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership- Determines the strategic direction of the team or department in alignment with overall County **goals; effectively communicates strategies internally and externally' creates a culture to support strategies** and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

## Essential Duties:

- Performs advanced, routine, and non-routine sample analyses and maintains Demonstration of Capability requirements for all parameters of testing; serves as a team lead for advanced section assigned; performs environmental analyses in the general section of the Environmental Monitoring Laboratory to meet regulatory requirements; performs special lab testing and instrumental repairs; performs sample preparation and instrument calibration, maintenance, and troubleshooting.
- Maintains and reviews test Quality Control data on a daily basis; completes analyses and enters laboratory data; maintains logbooks and other documentation to maintain traceability of samples received; reviews and submits data in a timely manner; performs required statistical calculations; participates in equipment maintenance, field work, method development, laboratory analyses, and documents results.
- Investigates all testing and data reporting that is outside of the prescribed control limits; takes necessary steps to bring into control; works with supervisor to effect solutions; reviews all laboratory test data for correctness and commonality; participates in the preparation of weekly, monthly, and quarterly reports pertaining to process control, chemical usage and discharge monitoring; trouble-shoots laboratory test procedures.
- Trains new technicians in laboratory procedures, calculations, permit tests, sampling methodology, and preparation of working stock and standard solutions; prepares chemical reagents and standard curves; conducts special studies such as sampling plan evaluations, sampling holding procedures, and comparability and new methods evaluations to improve quality control and/or efficiency.

Revised 5/2014

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### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

### Minimum Job Requirements:

**Bachelor's degree in** Chemistry, Biology, or related science degree; two (2) years of experience performing chemical, biochemical, microbiological, and physical test and/or regulatory control and/or data management on wastewater, streams, estuary or industrial wastes; and one (1) year of advanced instrumentation testing are required.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

Previous leadership experience in a related field.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

All County employees may be called upon to assist other departments in a declared emergency situation.