

CHIEF - ENVIRONMENTAL LABORATORY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Pathologist/Medical Examiner, the incumbent in this class is responsible for supervising the operation of the Environmental Laboratory of the Public Health Division of the Department of Laboratories and Research. The incumbent plans, directs, and evaluates the work of subordinate professional and technical personnel in the chemical, physical, and bacteriological analyses of air, water, wastewater, food, beverages, and other materials and performs various professional and administrative support activities. The incumbent is responsible for the technical services, evaluation, and compliance of all analyses, as well as administrative supervisory support activities such as planning, employee evaluation and training, program and facility design and development, and preparation of budget requests and justifications. The incumbent is directly responsible for maintaining New York State Department of Health Laboratory approval for those disciplines under his or her supervision. Supervision is exercised over a large number of professional and technical laboratory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and evaluates the utilization and work of subordinate professional and technical laboratory personnel involved in the analysis of environmental chemistry and environmental bacteriology samples of air, drinking water, wastewater, industrial wastes, estuarine waters, reservoirs and supplies, leachates, seawater, streams, food, beverages and other materials;

Directs all aspects of the quality control program as it relates to ensuring compliance with federal, state and local standards, rules, regulations and policies;

Maintains laboratory certification through adherence to regulatory requirements set forth by the New York State Department of Health Environmental Laboratory Approval Program (ELAP) and the Nelac Institute (NELAP);

Directs the training of assigned laboratory personnel for the purpose of ensuring that adequate skill levels are maintained to perform all tests and procedures;

Supervises the research, evaluation, development and implementation of new, improved or approved methods, procedures, trends, instrumentation and equipment;

Prepares recommendations for budget requests for the Environmental Laboratory including specific proposals and ensures that sufficient data and factors are included to justify request;

Reviews laws governing public health and environmental laboratories and updates procedures to conform to same;

Maintains liaison and reciprocal consultation service with public health agencies at the local, state, and federal levels;

Evaluates new instrumentation and prepares equipment recommendations;

Prepares or reviews all required technical reports ensuring their accuracy, sufficiency and completeness;

EXAMPLES OF WORK: (Illustrative Only)

Prepares administrative reports as needed or requested by the department head;

Confers with public authorities and agencies as well as private companies and individuals regarding program coordination, sample collection, analyses performed and interpretation of results;

Testifies in court or before other administrative hearings regarding results of examinations;

Supervises laboratory participation in the New York State Department of Health ELAP proficiency testing program;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the principles, techniques, procedures and applications of environmental chemistry and environmental bacteriology; comprehensive knowledge of current and approved environmental laboratory operations including methods, procedures and equipment; comprehensive knowledge of current developments in environmental laboratory science; thorough knowledge of federal, state, and local laws, rules, regulations and policies as they apply to the operation of the laboratory; thorough knowledge of the principles, techniques, procedures and applications of air pollution; ability to plan, organize, direct and evaluate the utilization and work of assigned professional and technical laboratory personnel; ability to direct independent professional research to improve laboratory methods and procedures and prepare comprehensive reports of findings and recommendations; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; thoroughness; dependability; initiative; good professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Chemistry or a biological science with at least 24 credits in Chemistry and six years of recent experience acquired within the last seven years in an environmental laboratory, four years of which were at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's Degree in Chemistry may be substituted for one year of the general experience. There is no substitution for the required supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.