

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENT & SUSTAINABLE INFRASTRUCTURE DIVISION – ENVIRONMENTAL LABORATORY –
LOCATION - 700 WOODWARD AVE.)

SUPERVISOR , Organic Chemistry– CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of the Environmental Laboratory, the Supervisor, Organic Chemistry will assume responsibility for the organic analytical work done by the laboratory including maintaining SCC/CAEAL and ISO 17025 accreditation requirements in the area of testing, monitoring compliance under the Drinking Water Protection Regulation (O. Reg. 170/03) and the Ontario Drinking Water Standards (ODWS), and ensuring adherence to QA/QC protocols of all related activities for internal and external clients.

Responsible for ensuring that organic analytical testing is provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Assists in the implementation of strategies to improve effectiveness and efficiency. Prepares and reports on the organic section services against established benchmarks. Sets above average standards, leads by example and functions as mentor to subordinate staff.

Possesses a demonstrated record of technical competence, customer focus, team advocacy, and is committed to excellence.

Possesses a high level of personal integrity and is an excellent communicator.

GENERAL DUTIES

You will be responsible for supervising organic environmental testing and monitoring the effectiveness of the testing program to ensure service quality, and legislative compliance. Assists in the development of plans and policies for the Environmental Laboratory.

The Supervisor, Organic Chemistry is accountable to the Superintendent of Environmental Laboratory for ensuring that organic analytical services meet accreditation requirements and that these are provided in accordance with City and Provincial guidelines.

Maintains a system that ensures adherence to Environmental Laboratory's protocols including workload management, quality assurance and application of the new methods. Sets above average quality standards.

Ensures compliance with regulatory requirements of SCC/CAEAL (ISO 17025), the Ontario Safe Drinking Water Act and its associated Regulations and is consistent with the City of Hamilton Mission and Vision.

Supervises the analysis for various pollutants in the area of organic chemistry. Develops related methods and procedures and ensures appropriate implementation following SCC/CAEAL, the Ontario Safe Drinking Water Act and its associated Regulations and any other related regulatory requirements.

Ensures the uninterrupted and proper operation and maintenance of all instruments under the responsibility of the Supervisor, Organic Chemistry.

Assists in the development and introduction of new equipment and other instrumentation.

Trains and provides technical supervision in proper sample preparation and in the operation of equipment and instrumentation for organic testing.

Provides technical support to the organic and microbiology sections including analytical testing, if required.

Provides leadership and technical direction to staff within the Laboratory, particularly in the area of organic chemistry.

Promotes teamwork, integration and excellence within the Environmental Laboratory.

Assists in the implementation of initiatives oriented to improve the effectiveness and efficiency of the Environmental Laboratory.

Prepares and reports on the organic section's services against established benchmarks.

Prepares or reviews, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City and external technical groups.

Participates as a department representative on various technical committees as required.

Assists in the preparation of annual draft current and capital budgets with respect to organic testing expenditures. Projects expenditures and recommends changes where appropriate.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS:

1. Bachelor's Degree in Chemistry or related Sciences with relevant work experience, or a Diploma in Chemistry or related Sciences with substantial relevant work experience, in environmental testing with emphasis on organic trace analytical testing.
2. Substantial experience in environmental testing with emphasis on organic analysis.
3. Comprehensive experience, in the interpretation of organic analytical data applied to environmental testing, particularly water and wastewater treatment.
4. Previous demonstrated supervisory experience.
5. Effective leadership, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to perform testing, troubleshoot equipment, and train staff on Organic analytical methods.
7. Ability to deal effectively with management, clients, peers, staff and the general public.
8. Thorough knowledge and understanding of methods, statutes, regulations and by-laws affecting the department/section.
9. Knowledge of collective bargaining process.
10. Working knowledge of computer software applications for desk top and analytical purposes.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
