



DEPARTMENT OF

WATER WORKS

Laboratory Supervisor

Salary: \$58,793 - \$63,640

Type: Full Time

Benefits: Full Benefits

Date Posted: 9/16/2025

About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Under the general supervision of the Wastewater Treatment Plant Superintendent, manages, evaluates, plans, and prioritizes the operation of the City's Wastewater Laboratory. Supervises Laboratory technicians and manages the Wastewater database system. Performs other duties as assigned.

Education

Bachelor's Degree in Chemistry, Biochemistry, Biology, Microbiology, or related field.

Experience

Two years of experience in water and/or wastewater laboratory setting and one year of supervision experience, or equivalent training, education, and/or experience.

Requirements/Certifications

Valid Driver's License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

the capital of the eastern shore

City of Salisbury, MD

Classification Description

Classification Title: Laboratory Supervisor

Grade: M3

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

Position Profile: Under the general supervision of the Wastewater Treatment Plant Superintendent, manages, evaluates, plans, and prioritizes the operation of the City's Wastewater Laboratory. Supervises wastewater Laboratory technicians and manages the wastewater database system. Performs other duties as assigned.

Duties and Responsibilities

Administrative Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Plans, prioritizes, assigns, and supervises the work performed by laboratory personnel and supervises all analysis performed at the WWTP including samples related to NPDES compliance, process monitoring, and Bio-Solids monitoring.
- Is responsible for maintaining Quality Control/Quality Assurance standards in accordance with an approved QA/QC standard meeting EPA criteria.
- Records and evaluates test results for compliance with state and federal environmental regulations and discharge monitoring permit criteria.
- Approves modification of formulas, standards, SOP's and other specifications on equipment and processes.
- Audits lab via blind samples, reviews, and records to ensure errors are found prior to data submittal.
- Responsible for writing, re-writing or modifying procedures to meet EPA mandated requirements.
- Provides SOP's for operational analysis and provides training to operators on laboratory equipment, procedures, and proper sampling techniques.
- Maintains delicate and complex lab equipment, identifies equipment malfunctions, and troubleshoots minor equipment failures.
- Performs daily analysis as needed, fills in for absent staff when needed, occasional weekend work.
- Oversees Laboratory Information Management System, including implementation and optimization of system and training of staff in its use.

Skills Proficiency/Strategic Planning: Skillful in the software, equipment, and policies and procedures of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Acts as a representative of the City of Salisbury to the public.
- Accurately read, analyze and interpret professional journals, technical procedures or governmental regulations.
- Accurately follow written and oral instructions.
- Write reports, correspondence and procedure manuals.
- Operate and maintain lab equipment, including: pH meter, dissolved oxygen meter, titrate, distillation equipment, autoclave, COD analyzer and spectrophotometer.
- Prepare accurate reports and effectively communicate and maintain working relationships with other staff members and members of the public.
- Has an understanding of QA/QC protocols and procedures.

Leadership/Team Leader: Maintains working relationships with supervisor and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Effectively motivate and guide employees.
- Collaborates with other staff members and departments.

Stewardship/Resources: Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Accurately prepare and maintain reports and records.
- Knowledge of purchasing guidelines and procedures.

Development/Leadership Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Chemistry, Biochemistry, Biology, Microbiology, or related field.
- Valid Driver's License
- Two years of experience in water and/or wastewater laboratory and one year of supervision experience, or equivalent training, education, and/or experience.
- Knowledge of: laboratory operations, Standard Methods, State and Federal regulations, NPDES compliance, laboratory safety, chemical hygiene, and laboratory Quality Assurance Quality Control procedures.

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.