

MONITORING LABORATORY SERVICES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administer an island-wide monitoring strategy in providing field and laboratory data on chemical, physical, and microbiological analyses.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed.)

Administers a surveillance and laboratory analyses activity involved in controlling pollutants in the water and air of the Territory of Guam.

Directs the quality assurance and laboratory programs for all private, Government of Guam, and federal water laboratories as the Territory's quality assurance and laboratory certification officer.

Develops and administers the monitoring strategy that cover procedures of laboratory analyses and surveillance; evaluates the effectiveness of program procedures and practices.

Provides recommendations on environmental impact assessments and protection plans.

Prepares divisional grant program package and budget.

Participate in meetings and conferences with other agencies on environmental protection.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of surveillance and laboratory analyses.

Ability to apply the laws and regulations pertaining to environmental protection.

Ability to evaluate an island-wide quality assurance and laboratory program.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

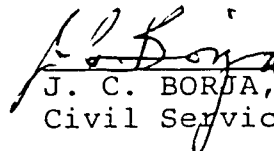
- (A) Four years of professional experience in environmental monitoring with emphasis in field and laboratory analysis and data interpretation, two (2) years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in environmental health, chemistry, biology, physical science or closely related field; or
- (B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Registration as a Professional Sanitarian (RS) with the National Environmental Health Association in any of the States or Territories of the United States or certification of professional recognition in a specialized environmental health field by a professional organization.

AMENDED: JUNE 4, 1985

Pay Range: 41



J. C. BORJA, Executive Director,
Civil Service Commission