**Wastewater Management Authority**

**Duties for the post of Laboratory Manager**

* + - 1. To liaise with other Heads of Sections of the Authority and other laboratories for monitoring pollution.
			2. To introduce and implement revenue raising schemes in relation to laboratory services.
			3. To organize and advise on staff training programmes.
			4. To plan and develop the wastewater laboratory, including the procurement of laboratory equipment and chemicals.
			5. To ensure strict compliance with health and safety regulations in laboratories.
			6. To develop, appraise, and introduce new tests methods/ techniques as appropriate.
			7. To establish, implement and periodically review an adequate monitoring programme of routine sampling and analysis on water, wastewater and sludge from industries, hotels, trade premises, wastewater treatment plant etc.
			8. To interpret analytical results and provide reports on the quality of effluents.
			9. To undertake any special investigations to assist in solving process problem at the Authority’s treatment works.
			10. To make site visits to industries, rivers, water bodies, wastewater treatment plants etc and advise management on pollution matters.
			11. To introduce quality assurance programmes to achieve and maintain accreditation.
			12. To attend meeting/committees in relation to pollution control, and to represent the Authority at meetings with external bodies, as and when required.
			13. To use Information and Communication Technology in the performance of his duties.

14. To perform such other duties directly related to the main duties listed above or related to the Delivery of the output and results expected from Laboratory Manager in the roles ascribed to the incumbent.