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**POST OF LABORATORY SUPERVISOR**

**Duties:**

1. Administrative and technical supervision of the laboratory
2. Prepare and implement laboratory work flow procedures, sampling procedures
and testing procedures and ensure adherence to national standards
3. Prepare and implement sufficient sampling and analysis schedules to measure all
relevant chemical, biological and physical parameter
4. Execute analysis and supervise analysis executed by the Laboratory Officer
5. Prepare all necessary periodic reports
6. Help in optimization of the plant performance and give required suggestions on how to increase the operational efficiency
7. Instruct and teach the Laboratory Officer
8. Requisition of all laboratory supplies, materials and equipment in accordance with
the Company approved purchasing policies
9. Co-ordinate with external laboratories for all necessary Laboratory analysis which are not
executed in the plant laboratory
10. Co-ordinate with the operating staff in choosing the required doses for all
chemicals to the treatment process
11. Provide proper training of operational staff in all regards of handling dangerous
chemical substances in the treatment process.
12. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for performing chemical, biological, and physical tests of wastewater to determine the efficiency of the chemical and biological processes within the wastewater treatment plant.
13. Establish schedules and methods for providing laboratory analysis and quality assurance program services;
14. Implement and maintain the quality assurance program for the Laboratory
15. Prepare monthly, quarterly and annual compliance and other technical reports using a personal computer; maintain custody of records.
16. Provide lab training to plant personnel on proper lab methods, procedures, and techniques.
17. Perform any other ancillary duties.