

METROLOGY LABORATORY MANAGER

This is supervisory, administrative and professional work in directing the Standards Division Metrology Laboratory by developing, implementing and enforcing a program responsible for the provision and maintenance of uniform measurement standards for all measuring activities that are either mandated by law or required for product quality assurance.

Employee plans, directs, supervises, reviews and evaluates the work of laboratory metrologists performing calibrations of working standards, field inspector's equipment and measurement standards for private industry. Employee supervises and periodically performs tests on standards of mass, volume, temperature and linear measurement; and consults with industry representatives on testing techniques and procedures while determining the number and types of comparisons necessary for maximum accuracy in determining acceptability of their standards. Employee is responsible for scheduling equipment maintenance and preparing budget requests, seeing that all laboratory auditing program problems which are required by the National Institute of Standards and Technology (NIST) for certification are completed and overseeing the grain moisture meter inspection program. Work is performed under the general supervision of the Standards Division Director and in accordance with NIST guidelines, specifications and tolerances. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee projects and develops programs with short and long-range plans in concert with goals jointly established with the Standards Division Director; and is responsible for setting laboratory goals within the guidelines set by the National Institute of Standards and Technology (NIST) and the Department of Agriculture. The employee anticipates, prepares for and implements new programs as needs for new services arise.

Organizing and Directing - Goals and priorities for improvement or expansion are left primarily to the discretion of the Metrology Laboratory Manager. Employee supervises the scheduling of work performed at the laboratory; prioritizes work so that calibrations can be completed within a customer's calibration schedule; designs and evaluates specific standard operating procedures; and designs computer programs for laboratory tests performed.

Budgeting - Employee evaluates and justifies personnel, equipment and other resource needs necessary to meet established division and section goals and makes recommendations to the Standards Division Director. Budget planning is handled on a biennial cycle, therefore, the employee must anticipate future laboratory needs. Employee determines needs and prepares budget requests for new programs based on expansion and continuation costs.

Training - Employee trains new employees so that they can be utilized prior to their formal NIST training and certification. The employee is responsible for evaluating the training needs of employees and conducting training sessions when necessary. Employee evaluates the training provided to the field inspectors by the Grain Moisture Program Supervisor. Employee trains metrologists in the proper methods and techniques, stemming from technological advances, to provide needed measurements.

Setting Work Standards - The employee is responsible for establishing and enforcing laboratory operation policies within the guidelines set for state government and by NIST for state laboratories; and for keeping employees updated on new procedures or requirements.

Reviewing Work - Employee reviews and signs all reports of traceability to the national standards; routinely checks the calculations and procedures of subordinates; and reviews all computer applications within the laboratory. Employee evaluates the quality, effectiveness and efficiency of program operations and recommends modifications.

Counseling and Disciplining - Employee counsels inspectors supervised regarding work related activities and level of performance, issues oral warnings and takes action on disciplinary matters up to dismissal. More serious disciplinary actions are referred to the Standards Division Director.

Performing Other Personnel Functions - Employee interviews applicants for vacant positions, conducts performance evaluations on subordinate employees and makes recommendations on selection, salary adjustments, reassignment of work, promotion and dismissal to the Standards Division Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in precision measurement requirements and instrumentation often lead to subsequent changes in procedures, processes and equipment used.

Variety of Work Supervised - Employee supervises the Grain Moisture Program Supervisor, Standards Inspectors and Metrologists who are involved in carrying out regulatory measurement programs.

Number of Employees Responsible For - Employee directly supervises six employees and indirectly supervises three area employees working in the Grain Moisture Program.

III. EXTENT OF SUPERVISION RECEIVED: Employee operates with minimal instruction, is responsible for the operation of the laboratory and has considerable independence in making operational changes needed to achieve the goals of the section and NIST. The employee's technical work is rarely reviewed, but must be properly documented if case review is necessary by NIST or the client. Budget requests, annual reports and hiring decisions are reviewed by the Standards Division Director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

Physical Dispersion - Grain Moisture Program inspectors are assigned to a geographical area. All directly reporting employees work at the Metrology Laboratory.

V. RECRUITMENT STANDARDS:

Knowledges Skills and Abilities - Considerable knowledge of mathematics and statistics; laws and regulations related to standards of measurement; construction and operation of scales, meters and other mechanical measuring devices; and mathematical principles involved in computing weights, volumes and linear measurements. Ability to plan, direct, train and review the work of subordinates. Ability to plan, develop and administer effective measurement programs. Ability to comprehend, explain and apply rules and regulations. Ability to prepare and present clear, concise reports. Ability to express ideas clearly in both written and oral form. Ability to program software applications for use by laboratory personnel. Ability to establish and maintain effective working relationships. Sufficient strength is required to lift, move and handle weights.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in Math, Physics or other closely related science and a minimum of three years progressive metrology related experience; or an equivalent combination of training and directly related experience.