

**SILICON VALLEY CLEAN WATER
Job Description
July 2013**

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Laboratory Analyst I

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision performs professional water quality monitoring and laboratory analyses that comply with all applicable QA/QC standards, legal regulatory requirements and policies. The duties of this position include sample collection, laboratory analyses, record keeping, and equipment maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Collects a variety of samples from locations around the SVCW treatment facility and pump stations in the field.
- Analyzes samples from industrial and commercial businesses, wastewater treatment processes, final effluent, and a variety of field locations such as the San Francisco Bay.
- Performs careful and accurate chemical, physical, biochemical, and bacteriological analyses; follows established procedures.
- Operates a LIMS for sample login, batch generation, data entry, and data reporting. Maintains appropriate logs and records.
- Handles fish used for bioassay procedures; maintains fish tanks; conducts chemical and physical analyses of water in fish tanks.
- Prepares standard solutions, reagents, and culture media.
- Cleans, maintains, and calibrates glassware, equipment, and instruments.
- Follows quality control and quality assurance procedures; performs regular quality assurance checks; maintains a safe laboratory environment.
- Performs routine and moderately complex chemical, physical, and biological analysis. Uses instrumentation to measure chemical or physical properties of various materials

- Uses word processing, spreadsheets, and specialized applications on a computer.
- Assists coworkers as needed to complete work; trains coworkers; assists with method development.
- Works weekends, holidays and overtime as required.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Applicable local, state, and federal rules and regulations.
- Laboratory operation procedures and requirement.
- Chemistry and microbiology.
- Wastewater laboratory instruments, equipment, and software.
- Safety policies and procedures.
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheets and other related software applications.

Ability to:

- Analyze physical, chemical, and bacteriological problems, and devise methods of solution.
- Perform a variety of technical tests and analyses.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Maintain records and prepare reports.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Associate degree in chemistry, bacteriology or a related field.

One (1) years' experience in a water or wastewater laboratory.

CERTIFICATION and LICENSING:

Required to obtain a CWEA Laboratory Analyst Grade I certification within 18-months.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus and to discriminate small color changes.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors; occasionally works at heights, and works with and around machinery having moving parts. The employee occasionally works evenings or on weekends. The noise level in the work environment is usually minimal and occasionally moderate to high.