

SILICON VALLEY CLEAN WATER
Job Description
March 2014

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 Director

FLSA: 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 of the Wastewater Superintendent, supervises the activity of a modern activated sludge wastewater treatment plant laboratory; ensures effective function of the laboratory; trains and supervises staff.

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.

- Plans, assigns, trains, supervises, and evaluates the work of Laboratory Analysts.
- Assists in the planning and coordinating with Operations of a process control program.
- Prepares and Manages the annual budget for the Laboratory.
- Participates in establishing applied research projects.
- Conducts surveys of receiving waters.
- Performs data entry and maintenance from laboratories; transmits data to Electronic Reporting System; disseminates data to appropriate departments and personnel.
- Manage the LIMS and provide training to Laboratory staff.
- Procure contract laboratories and develop contract Purchase Order Requests.
- Prepares detailed statistical reports.
- Prepares the NPDES reports for submission to CIWQS.
- Requisitions laboratory supplies and materials; maintains equipment database and files; maintains contracts with equipment service providers.
- Performs routine and complex chemical, physical, and biological analysis.

- Maintains quality assurance program; performs data checks for violations; processes notices of industrial violations and initiates retests.
- Provides data validation of all laboratory analysis.
- Maintains Lab Manual and Chemical Hygiene Plan.
- Fosters an inclusive organizational strategy, maintains supportive and collaborative working environments, and structures a system to maximize personnel and organizational effectiveness. Creates performance dimensions, makes selection of, trains, and evaluates subordinate personnel.
- 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.
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Analyze physical, chemical, and bacteriological problems, and devise methods of solution.
- Train and supervise personnel.
- 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.
- Establish and maintain effective working relationships with other people.

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:

Bachelor's degree in chemistry, bacteriology or a related field.

Five (5) years' experience as a Supervisor in a water or wastewater laboratory.

CERTIFICATION and LICENSING:

CWEA Laboratory Analyst Grade III.

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. 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 is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.