



Silicon Valley Clean Water is accepting applications for the position of Laboratory Analyst I/II

Full-time, Lab Analyst I, \$7,934 - \$9,643 monthly plus benefits;
Full-time, Lab Analyst II, \$8,728 - \$10,607 monthly plus benefits.

Must work one weekend day plus weekdays & some holidays
2% additional available with certification incentive pay

(ONLY 1 POSITION AVAILABLE & ONLY 1 APPLICATION NEEDED)

Silicon Valley Clean Water (SVCW), formerly known as South Bayside System Authority, is a wastewater treatment facility located on the western shore of San Francisco Bay and serves which provides wastewater treatment for 220,000 residents and businesses in southern San Mateo County. SVCW opened in 1982 and plays a vital role in protecting the public health of the surrounding community as well as the environmental health of San Francisco Bay. SVCW is a joint undertaking of the cities of Belmont, San Carlos, Redwood City and West Bay Sanitary District (serving the greater Menlo-Atherton area).

The SVCW laboratory staff consists of a Lab Director, Lab Supervisor, Senior Analyst and three (3) Laboratory Analysts. The SVCW Laboratory is ELAP accredited, and the methods include microbiology, 96-hr fish acute bioassay, cBOD, TSS, TS, TDS, IC, ICP, COD, and wet chemistry.

About the Position –

Under general supervision, the Laboratory Analyst I/II 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.

This individual will be splitting their time between sample collection, laboratory analysis, and record keeping using a Laboratory Information Management System (LIMS). The work week schedule for this position will include one weekend day and some holidays.

The most competitive candidates will possess a BS degree in chemistry, biology, or a closely related field, a CWEA Laboratory Analyst Certification, knowledge of Standard Methods, TNI, and experience operating a LIMS or database system.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

Typical duties

- 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.

Desirable Training, Education, Experience and Certification – *Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

for Laboratory Analyst I

- Associate degree in chemistry, bacteriology or a related field.
- One (1) years' experience in a water or wastewater laboratory.

for Laboratory Analyst II

- Bachelor's degree in chemistry, bacteriology or a related field.
- Three (3) years' experience in a water or wastewater laboratory.

Licenses and Certificates

for Laboratory Analyst I

- 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.

for Laboratory Analyst II

- CWEA Laboratory Analyst Grade II. Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

Physical and Sensory Requirements

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 or 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

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 in evenings or on weekends. The noise level in the work environment is usually minimal and occasionally moderate to high.

Pre-Employment Procedures

The selection process may consist of an evaluation of the applicant's qualifications, appraisal board interview, written examination, and/or internal division interviews.

How to apply –

- Application & Supplemental Questions can be found on the careers page at www.svcw.org
 - Please upload completed supplemental questionnaire under Employment History
- Mail or hand-deliver the following to SVCW, c/o Jennifer Flick, HR Director, at 1400 Radio Road, Redwood City, CA 94065
 - completed and signed application with Supplemental Questions. A resume and cover letter will not be accepted in lieu of the Authority's application form.

Filing Deadline – This recruitment is limited, and will close on **October 6, 2021 at 3:00 p.m.** We encourage qualified applicants to apply now. Applications received after the deadline will be returned.

LAB ANALYST I/II APPLICATION SUPPLEMENTAL QUESTIONS
Supplemental Questions

Please write a thorough response to each of the following questions. Submit your answers with your application. Applications will not be accepted without the answers to the supplemental questions.

- 1) Discuss your education as it relates to a wastewater laboratory and the Laboratory Analyst I/II job description.
- 2) Discuss your laboratory experience as it relates to the job description.
- 3) Discuss your experience using a Laboratory Information Management System (LIMS).
- 4) Do you have a CWEA Lab Analyst I Certificate or equivalent?