

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**June 2023**

*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 Supervisor**

**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 the general direction of the Laboratory Director, performs supervisory, administrative and technical duties related to the laboratory operations and data reporting of Silicon Valley Clean Water. This position organizes, leads, and continuously improves laboratory staff and processes. Oversees key laboratory activities.

**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.*

- Supervises, plans, coordinates, schedules Laboratory Staff.
- Performs performance evaluations of employees; enforces company policies and procedures; follows up on performance and discipline issues; verifies staffing levels.
- Prepares laboratory reports.
- Plans and coordinates the purchase of equipment and instrumentation.
- Investigates and develops new methods as needed.
- Monitors and coordinates the sampling for permits and other projects.
- Monitors laboratory performance data and the validity of analysis.
- Coordinates training of staff and trains staff.
- Develops safety training programs.
- Helps prepare and manage the annual budget for the Laboratory.
- Performs duties of Laboratory Analysts as required.
- Approves requisitions for laboratory supplies within SVCW policies and procedures.
- Operates LIMS and develops LIMS reports.

- Uses word processing, spreadsheets, and specialized applications on a computer.
- Prepares detailed reports and project summaries for other departments.
- Participates in establishing applied research projects.
- Reviews and writes Standard Operating Procedures for laboratory analyses.
- Reviews the monthly, quarterly, semi-annual, annual, and other reports to meet the NPDES Permit and other permit requirements.
- Assists the Laboratory Director and the Laboratory Quality Assurance Officer to maintain the Laboratory SOPs, Quality Manual, and Chemical Hygiene Plan.
- 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:**

- Safety policies and procedures.
- Silicon Valley Clean Water policies and procedures.
- California ELAP and TNI regulations.
- Applicable local, state, and federal rules and regulations.
- Good laboratory practices.
- Chemistry and microbiology.
- Wastewater laboratory instruments, equipment, and software.
- Laboratory Information Management Systems.
- Modern office methods and procedures.
- Office equipment such as computer, printer, bar code reader, and photocopier.
- Word processing, spreadsheets, 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 biochemistry, chemistry, bacteriology or a related field.  
Five (5) years of increasingly responsible experience in a water or wastewater laboratory.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of or the ability to obtain within eighteen (18) months of assignment to the position of Laboratory Supervisor, a CWEA Laboratory Analyst Grade IV certification.

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 is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 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 on occasion moderate to high.