



Laboratory Director

\$18,340 - \$22,292 monthly (\$105.81 - \$128.61/hour) depending on qualifications and experience.
Fully benefitted position.

SUMMARY

The position of Laboratory Director joins SVCW's high-level management team and works under the general oversight of the SVCW Authority Engineer. The Laboratory Director envisions and sets strategy for the operation of a modern activated sludge wastewater treatment laboratory and is responsible for the overall quality, safety, technical, and service performance of the laboratory.

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

THE IDEAL CANDIDATE

- Plans, assigns, trains, supervises, and evaluates the work of laboratory personnel.
- Ensures all safety protocols necessary for an analytical laboratory are followed.
- Assists in the planning and coordinating with Operations of a process control program.
- Coordinates with Engineering Division personnel with sampling and analyses for pilot projects, environmental monitoring, and other work.
- Prepares and manages the annual budget for the Laboratory.
- Takes lead on the set up and operation of a Laboratory Information Management System (LIMS).
- Monitors new developments in laboratory operations and makes recommendations for improvements.
- Participates in establishing applied research projects.
- Prepares and reviews laboratory reports for regulatory agencies and other customers.
- Coordinates and monitors the purchase of laboratory supplies, equipment, and equipment service contracts.
- Works with Laboratory QA Officer to oversee quality assurance program; performs data checks for violations; processes notices of industrial violations and initiates retests.
- Recommends outside laboratory services when needed and coordinates their services.
- 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.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Applicable local, state, and federal rules and regulations.
- The NELAC Institute (TNI) accreditation standards used by the California Environmental Laboratory Accreditation Program (CaELAP).
- Analytical chemistry and wastewater microbiology.
- Wastewater laboratory instrumentation and equipment.
- Laboratory Information Management Systems.
- 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.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

INTERPERSONAL EFFECTIVENESS

Successfully 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; demonstrate 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; address co-workers needs; identify issues and concerns, exploring solutions and implementing improvements.

MINIMUM QUALIFICATIONS

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

Five (5) years' experience supervising personnel in a water or wastewater analytical laboratory.

CWEA Laboratory Analyst Grade IV certification.

Possess and hold a valid California Class C Driver's License.

PHYSICAL TASKS and ENVIRONMENTAL CONDITIONS

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.

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.

PRE-EMPLOYMENT PROCEDURES

The selection process may consist of an evaluation of the applicant's qualifications, appraisal board interview, written examination, practical exercise and/or internal Department interviews and reference checks. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of an employment and education verification, criminal background check, and a pre-employment medical exam.

The applicant will be contacted regarding all phases of this recruitment via email, so please check email inbox for correspondence regarding next steps and results through the exam process. Please ensure that the email address on your application is correct and current before submitting your application.

HOW TO APPLY

- Application, Supplemental Questions and Detailed Job Description can be found on the careers page at www.svcw.org

- Complete an SVCW online employment application.
- Upload a copy of your resume.
A resume and cover letter will not be accepted in lieu of the Authority's application form.
- Complete and upload Supplemental Questions.

FILING DEADLINE

Tuesday, July 30, 2024. *We encourage qualified applicants to apply now.*

Application Screening and Panel Interview

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.