

SILICON VALLEY CLEAN WATER
Job Description
July 2024

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

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.

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 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.
- Responsible for the operation of a Laboratory Information Management System (LIMS).

- 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.

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.
- 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

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 supervising personnel in a water or wastewater analytical laboratory.

CERTIFICATION and LICENSING:

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. 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.