

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**October 2024**

**JOB TITLE: Senior Laboratory Analyst**

**FLSA: Non-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 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. The Senior Laboratory Analyst position is distinguished from the Laboratory Analyst II role by its broader responsibilities, which include managing the Laboratory Information Management System (LIMS), preparing regulatory reports, providing technical and functional leadership and training to assigned personnel, supporting the Laboratory Director when needed, assisting with maintaining ELAP accreditation, and overseeing internal laboratory programs.

**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.*

- All SVCW employees are required to work safely.
- Collects a variety of samples from locations around the SVCW treatment facility and remote pump stations.
- Analyzes samples from industrial and commercial businesses, conveyance pump stations, wastewater treatment processes, final effluent, and a variety of field locations.
- Performs accurate chemical, physical, biochemical, and bacteriological analyses in accordance with established procedures.
- Operates a LIMS for sample login, batch generation, data entry, and data reporting while maintaining appropriate logs and records.
- Prepares standard solutions, and reagents following Good Laboratory Practices.
- Cleans, maintains, troubleshoots and calibrates glassware, equipment, and instruments.
- Adheres to quality control and quality assurance procedures; conducts regular quality assurance checks; and maintains a safe laboratory environment.
- Performs routine and complex chemical, physical, and biological analysis. Operates advanced instrumentation to measure chemical and physical properties of samples.
- Uses word processing, spreadsheets, and specialized applications on a computer.
- Assists coworkers as needed to complete work; support method development.
- Works weekends, holidays and overtime as required.
- Prepares detailed reports and project summaries for other departments regarding results, instrument maintenance, and laboratory investigations.
- Participates in establishing applied research projects.
- Reviews and writes Standard Operating Procedures for laboratory tests.

- Provides training to laboratory staff on the LIMS and/or laboratory procedures.
- Prepares the monthly, quarterly, semi-annual, annual, and other reports to meet Permit requirements for SVCW.
- Assists the Technical and Quality Assurance Officer to maintain ELAP accreditation by performing internal audits, training staff on new procedures, and reviewing and updating documents.
- Acts as the LIMS administrator and subject matter expert, troubleshooting issues, modifying settings and calculations to meet laboratory needs, and uploading subcontract data. Collaborates with LIMS technical support for updates and writes and edits reports to ensure effective data management and regulatory compliance.
- Performs specialized analytical studies focused on source control, process control, or other elements related to water quality management and analytical procedures.
- Troubleshoots and sets up new laboratory equipment to ensure it meets regulatory requirements and operational needs of the laboratory. Collaborates with equipment manufacturers to address any issues and optimize instrument performance.
- 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 requirements.
- Chemistry and microbiology.
- Wastewater laboratory instruments, equipment, and software.
- Laboratory Information Management Systems.
- Safety policies and procedures.
- 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 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.
- Troubleshoot equipment and procedures to achieve optimal laboratory performance.

### **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.

Four (4) years' experience in a laboratory.

### **CERTIFICATION AND LICENSING**

Must possess a CWEA Laboratory Analyst Grade II certification or be able to obtain it within 18 months of hire.

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 must regularly lift and/or move up to 20 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 will occasionally be required to work in outdoor and industrial-type environments and amongst active construction sites. 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. Safety is priority while performing all SVCW work tasks.

*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.*