

SILICON VALLEY CLEAN WATER
Job Description
April 2025

JOB TITLE: Laboratory Analyst I

FLSA: Non-Exempt

CLASSIFICATION: General Represented

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, air and solids 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, performing standard physical, chemical, biological, and bacteriological tests for process control and regulatory compliance.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

- All SVCW employees are required to work safely.
- Collect a variety of samples from locations within the SVCW treatment facility and off-site pump stations.
- Analyze samples from industrial and commercial businesses, conveyance pump stations, wastewater treatment processes, final effluent, and a variety of field locations.
- Perform accurate chemical, physical, biochemical, and bacteriological analyses; follow established procedures.
- Operate a LIMS for sample login, batch generation, data entry, and data reporting. Maintain appropriate logs and records.
- Prepare standard solutions and reagents following Good Laboratory Practices.
- Conduct air sampling for methane and H₂S at various field locations within the treatment facility and offsite locations.
- Perform sample receiving/relinquishing duties.
- Clean, maintain, and calibrate glassware, equipment, and instruments.
- Adhere to quality control and quality assurance procedures; conduct regular quality assurance checks; and maintain a clean and safe laboratory environment.
- Perform routine and complex chemical, physical, and biological analysis.
- Use word processing, spreadsheets, and specialized applications on a computer.
- Assist coworkers as needed to complete work; train coworkers; assist with method development.
- Participate in establishing applied research projects.
- Work weekends, holidays and overtime as required.
- Perform 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.
- Laboratory Information Management System.
- Chemistry and microbiology.
- Wastewater laboratory instruments, equipment, and software.
- Safety policies and procedures.
- Modern office methods and procedures.
- Office equipment such as a computer, printer, photocopier.
- Word processing, spreadsheets and other related software applications.

Ability to:

- Analyze physical, chemical, and bacteriological problems and devise methods of solution.
- 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; 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; ability to address co-workers needs; identify issues and concerns, explore solutions and implement 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:

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

CERTIFICATION and LICENSES

- Required to obtain a CWEA Laboratory Analyst Grade I certification 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 accommodation 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, climb stairs 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 30 pounds. Specific vision abilities required by this job include close vision, 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 accommodation 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 and routinely works on weekends. The noise level in the work environment is usually minimal and on occasion moderate to high. Safety is a 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 are not intended to include, every possible activity and task performed by every specific employee.