

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB298 Central Laboratory Water Quality Chemist
POSITION #/TITLE: 0641, 0705 Central Laboratory Water Quality Chemist	Adopted: 04-00 Revised: 02-13

POSITION DESCRIPTION

Dept /Division: Utilities/Laboratory Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2456/NB380/Utilities Lab Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge test, Skills test, Health test
Personal Protective Equipment: Eye, Face, Hand, Foot, Protective Clothing, Gas Monitor	

General Statement of Duties

Provides diverse analytical and monitoring services to Water Pollution Control and Water Treatment Plants and other City Departments in support of ongoing environmental protection programs.

Distinguishing Features of the Class

Works under general supervision along with leeway is granted for the exercise of independent judgment and initiative. Assumes additional duties in the absence of the Quality Assurance Officer or Utilities Lab Services Manager.

Examples of Essential Work (Illustrative Only)

Performs a variety of advanced and standard water quality testing procedures which involve the use and operation of advanced and basic analytical instruments in addition to wet-chemistry methodologies;
Performs field work assignments that are pertinent to City's environmental protection programs;
Assists in the calibration and troubleshooting of on-line process analyzers and auto-samplers;
Conducts exploratory/developmental type of analytical work assignments related to ongoing water quality programs;
Prepares chemical reagents and standards for calibration of equipment and other analytical needs;
Keeps and maintains all records pertaining to respective work assignments;
Assimilates, writes and submits written analytical reports as per work assignments;
Participates in the training and cross training of Laboratory Services Water Quality Analysts;
Provides peer review of fellow chemists' and analysts' analytical data output;
Subscribes to established work protocols, standard operating procedures, QA/QC program components and reports to work on time;
Enters daily data pertaining to work assignments into the Laboratory Information Management System (LIMS);
Adheres to prescribed safety rules, regulations and practices as per job specific work assignments;
Adheres to established division/work site and City-wide personnel rules and regulations;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of chemistry with emphasis on instrumental analysis and working knowledge of bacteriology;
Knowledge of laboratory safety procedures, proper use of safety equipment, right to know laws, CPR and First Aid;
Skill in the use and operation of standard and advanced analytical instruments, in addition to field work equipment;
Skill in undertaking discretionary actions and ability to troubleshoot problems related to analytical instruments and field work equipment;
Proficiency in mathematical computations and statistical operations pertaining to data acquisition, assessment and trending in accordance with in-house QA/QC program requirements;
Ability to operate personal computers using program applications appropriate to assigned duties and responsibilities;
Skill in exercising safe and effective laboratory practices applicable to work assignments;
Skill in safe operation of motor vehicle;
Ability to work under general supervision and exercise some discretion under specific work situations;
Ability to follow directives and adhere to work schedule and related assignments;
Ability to prepare accurate and reliable written analytical reports;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, biology, or closely related field; and
Some experience in basic and advanced laboratory chemical analyses in the area of environmental monitoring and water testing protocols including at least six months spent in the operation of advanced major analytical instrumentation; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid drivers license upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to perform work assignments;
Sufficient personal mobility, which permits the employee to perform job duties.