

WATER LAB CHEMIST

PURPOSE:

Responsible for collecting, testing and analyzing water and other related samples in order to maintain and/or improve overall water quality.

FUNCTIONS:

1. Responsible for collecting, testing and analyzing water and other related samples in order to maintain and/or improve overall water quality and optimize water system operations.
 - * A. Responsible for collecting samples from various locations in a valid manner consistent with good laboratory practice.
 - * B. Responsible for analyzing samples either collected or provided using laboratory equipment to determine the physical, chemical, and bacteriologic components.
 - * C. Record all findings for reference and reporting purposes.
 - * D. Produce reports as necessary and on a regular basis.
 - * E. Utilize good laboratory practice to prevent cross-contamination and inaccurate results.
 - * F. Maintain a current knowledge of water chemistry, bacteriology, water quality assurance, MDH and EPA certified procedures, and related fields relevant to this work.
 - * G. Maintain a constant awareness of safe work practices.
 - H. Provide information to assist operators in resolving chemical treatment questions.
 - I. Recommend changes to water system operations, both within and without the City, to optimize operations based on laboratory analysis conducted.

2. Coordinate the activities of the Water Lab.
 - * A. Determine priorities and coordinate schedules of Water Lab personnel.
 - * B. Train Water Lab personnel in correct and safe methods and procedures.
 - * C. Establish work standards and complete employee evaluations as assigned.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * E. Monitor EPA and MDH guidelines and procedures in order to maintain necessary laboratory procedures and checklists.
 - * F. Disseminate information to employees through bulletins and other means of communication.

3. Perform related tasks as necessary.
 - * A. Studies and recommends methods of maintaining and/or improving water quality.
 - * B. Responsible for diagnosing, maintaining, upgrading, or recommending the replacement of all laboratory equipment and areas, and process control instrumentation.
 - * C. Maintain the assigned spaces in a clean, safe, and orderly condition.
 - * D. Interact with the public and other agencies.
 - * E. Respond to customer complaints and questions.
 - * F. Direct others in the performance of the above functions.

REQUIREMENTS:

EDUCATION:

- † A. College degree with a major in chemistry or biology.

EXPERIENCE:

- † A. Two years experience in a chemical and/or bacteriologic testing laboratory.
† B. One year experience supervising others.

KNOWLEDGE:

- † A. Extensive knowledge of water chemistry.
† B. Extensive knowledge of safe and effective laboratory practice and procedure.
† C. Extensive knowledge of chemistry and bacteriology and related laboratory analysis procedures.
† D. Extensive knowledge of effective sampling and monitoring procedures.
† E. Knowledge of computerized information systems and spreadsheets.
F. Knowledge of effective supervisory principles and practices.
G. Knowledge of applicable labor agreements.

SKILL:

- † A. Skill in the safe and recommended use of laboratory equipment to determine the physical, chemical, and bacteriologic components of water.

ABILITY:

- † A. Ability to attend work on a regular basis in accordance with a pre-determined schedule.
† B. Ability to perform a variety of laboratory tests, analyses, and sampling duties in the field.
† C. Ability to understand and interpret laboratory test results.
† D. Ability to communicate effectively across multiple media.
† E. Ability to lift and transport laboratory samples and equipment weighing up to 25 pounds.
† F. Ability to transport oneself to, from, and around various locations within the City of Duluth to collect samples.
† G. Ability to direct the work activities of others assigned.

* Essential functions of the classification.

† Minimum classification requirements necessary on the first day of employment.

Anlst: CT	Date: 20050928
Union: Basic	Pay: 32
CSB: 20051101	Class: 3123
CC: 20060328	Res: 06-0208R