

## **WATER LAB CHEMIST**

### SUMMARY/PURPOSE

This position, under the supervision of the Water Plant Supervisor, has primary responsibility for testing and ensuring the quality of the potable water supply provided to citizens of the area through the City's water distribution system. This includes leading others in accomplishing their measurement and testing tasks and in making corrections to settings for chemicals and additives at the water plant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- A. Collect, test, and analyze samples from various locations in a valid manner consistent with good laboratory practice.
- B. Perform method documentation and all necessary QA/proficiency testing and reporting under the Minnesota Department of Health (MDH) Certification Program as a National Environmental Laboratory Accreditation Conference (NELAC) certified bacteria testing lab.
- C. Document all findings for reference and reporting purposes; produce reports.
- D. Maintain compliance with EPA drinking water rules for surface water treatment facilities
- E. Utilize good laboratory practice to prevent cross-contamination and inaccurate results.
- F. Continually update quality manuals, procedures, and equipment to maintain certification under NELAC rules for total coliform and escherichia coliform testing.
- G. In collaboration with supervisor, determine work priorities.
- H. Assign work and coordinate work schedules.
- I. Provide input into decisions regarding the hire and transfer of personnel.
- J. Train team in safe and proper work methods and procedures.
- K. Monitor work for compliance with established methods, guidelines, standards and procedures.
- L. Review work of team members for completeness and quality, and provide feedback as needed.
- M. Provide input to management to aid in decisions related to discipline and grievance resolution.
- N. Provide information and instruction to assigned team verbally and in writing as needed.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- 1. Education & Experience Requirements
  - A. College degree with a major in chemistry or a related field.
  - B. Two years of experience in a chemical and/or bacteriologic testing laboratory.
- 2. License Requirements
  - A. Must possess a valid Minnesota Driver's License or equivalent.
- 3. Knowledge Requirements
  - 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 requirements under NELAC for certification as a certified environmental lab by the MDH.
  - E. Knowledge of the Safe Water Drinking Act and amendments as they apply to the City of Duluth's surface water treatment facility.
  - F. Knowledge of computerized information systems and spreadsheets.

- G. Knowledge of effective supervisory principles and practices.
  - H. Knowledge of applicable labor agreements.
4. Skill Requirements
- A. Skill in the safe and recommended use of laboratory equipment to determine the physical, chemical, and bacteriologic components of water.
5. Ability Requirements
- 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.
6. Physical Ability Requirements
- A. Ability to lift and transport laboratory samples and equipment weighing up to 25 pounds.
  - B. Ability to transport oneself to, from, and around various locations within the City of Duluth to collect samples.

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