

Reviews and interprets analytical results to determine their acceptability and compliance with Elkhart's NPDES permit.

Verifies analytical data generated.

Assists in the collection of municipal samples and performs analyses that must meet established quality control limits.

Assists Chief Chemist and Environmental Compliance Supervisor as required.

Ensures accuracy of chain of custody.

Performs duties of other staff in their absence, or as needed.

Performs other duties as assigned.

I. JOB REQUIREMENTS:

Associate Degree in chemistry, biology, environmental or natural sciences, with a concentration of course work in chemistry/biology, and six (6) months of acceptable environmental laboratory experience preferred.

A minimum of two (2) years of analytical experience in an environmental laboratory with strong references may substitute for educational requirements.

Possession of Indiana Department of Environmental Management Class 1Municipal Operator's License, or must obtain by examination or reciprocity within two (2) years of hiring.

Must be at least 18 years of age.

Ability to meet all employer hiring requirements, including passage of a drug test, and written exam.

Working knowledge of quantitative, qualitative, and analytical chemistry.

Working knowledge of biological sciences and wastewater technology.

Working knowledge of standard office procedures and computer software applications used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations, including but not limited to, data bases, word processing, and spreadsheet programs.

Working knowledge of industrial/municipal wastewater analysis, sample collection methods, and laboratory safety procedures.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Working knowledge of standard filing systems and ability to create and maintain Department files.

Ability to understand the concepts of the laboratory's Quality Control/Quality Assurance Program, and implement these concepts.

Ability to generate accurate and precise data, monitor and interpret data, and communicate findings to Chief Chemist and Environmental Compliance Supervisor.

Ability to understand and follow safety and laboratory procedures.

Ability to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand and take action based on application of laws, rules, regulations, and guidelines as set by the IDEM, Municipal Codes, Labor laws, and the US Environmental Protection Agency.

Ability to operate lab equipment and instruments including, but not limited to, analytical balances, pH/specific ion meters, dissolved oxygen meters, other related lab equipment.

Ability to properly operate a variety of hand tools, including screw drivers, wrenches, mop, and broom.

Ability to troubleshoot laboratory methods and instrumentation.

Ability to properly operate standard office equipment, including computer, calculator, copier, telephone, vehicle, and lab equipment.

Ability to analyze, evaluate, observe, diagnose, and investigate data.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City utility departments, lab contractors, Elkhart County Health Department, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to regularly work weekends and holidays, and occasionally work extended hours.

Ability to occasionally travel out of town for training and delivering samples, sometimes overnight.

Possession of a valid Indiana driver's license, and or ability to obtain one within ninety (90) days of employment.

II. DIFFICULTY OF WORK:

Incumbent performs a narrow range of regular duties with involve consideration of many variables. Majority of duties are performed with clear and well-defined guidelines that are applied to specific tasks.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Unusual situations or problems are discussed with the supervisor. Incumbent is responsible for applying standard departmental practices to individual work assignments. Work is reviewed primarily for technical accuracy, and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City utility departments, lab contractors, Elkhart County Health Department, and the public, for purpose of giving and receiving information.

Incumbent reports to the Environmental Compliance Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a laboratory, involving lifting/carrying objects weighing up to 50 pounds, handing/grasping objects, fingering objects, bending and reaching to access laboratory equipment, keyboarding, speaking clearly, close vision, color perception, hearing sounds/communication, sitting for long periods, sitting and walking at will, and standing/walking for long periods, and driving. The wastewater treatment environment presents chemical, biological, and physical hazards. Incumbent works near fumes, odors, dust and dirt, works with or near chemicals, and wears protective clothing and equipment.

Incumbent regularly works weekends and holidays. Incumbent is occasionally required to work extended hours and travel out of town for training and delivering samples, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Chemist describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name