

TOWN OF MANCHESTER
POSITION GUIDE

Title: Chemist
Department: Water and Sewer Department
Reports To: Laboratory Director or Chemist II

NATURE OF WORK

Performs physical, chemical and bacteriological analysis of water and wastewater to establish potability of public water supply and acceptability to wastewater standards.

ESSENTIAL FUNCTIONS

Performs daily and periodic physical, chemical, and microbiological tests of water and wastewater as required for process control or regulatory compliance.

Operates sophisticated equipment such as Atomic Absorption Spectrophotometer and Autoanalyzer.

Alerts appropriate parties when lab results indicate that water or wastewater violates regulatory levels.

Performs quality and process control testing to comply with State and Federal requirements.

Prepares media and reagents as needed.

Collects samples of water and wastewater.

Maintains laboratory equipment; makes minor repairs to equipment and measuring instruments.

Inputs laboratory data onto computer.

Performs proficiency testing to maintain certification of laboratory.

Follows OSHA and other standard safety procedures and regulations.

OTHER FUNCTIONS

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to use personal computer.

Ability to perform simple mathematical computations.

Ability to carry out instructions furnished in written, oral or diagrammatic form.
Ability to work independently.

Knowledge of general laboratory safety practices.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to perform difficult manipulative skills such as calibrating equipment; able to perform tasks requiring hand-eye and arm-hand coordination, such as keyboard skills and manipulating tools.

Must be able to push/pull/lift light objects and stand for prolonged periods.
Must be able to see objects closely and discriminate colors. Able to hear normal sounds with some background noise, and communicate through human speech.

Must be able to concentrate on fine detail with little interruption, attend to task for 45-60 minutes at a time, remember multiple tasks given to self and others during the course of the day, and understand the theories behind several related concepts.

May be exposed to: blood, body tissues or fluids; toxins, cytotoxins or poisonous substances; hazardous chemicals; high humidity or wetness; electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in biology or chemistry and two (2) years of experience in water or wastewater laboratory analysis or Associate's degree in biology or chemistry and three (3) years of experience in water or wastewater analysis. Experience with atomic absorption, graphite furnace, or similar complex testing equipment preferred. College course work or other training equivalent to Associate's degree may be substituted for the degree.

Must hold valid Connecticut Motor Vehicle Operator's license.

Must obtain Certification from State of Connecticut Department of Environmental Protection for the Association of Boards Certification Analyst Level I within one (1) year of initial date of employment.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.