

POSITION TITLE: CHEMIST
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER POLLUTION CONTROL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Pollution Control Assistant Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Laboratory Technician; other employees as assigned

DIRECT: 0 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for performing all necessary tests and maintaining all necessary records to ensure that the City's wastewater treatment plant remains in compliance with standards set by both state and federal EPAs.

JOB RESPONSIBILITIES

- Performs required testing of wastewater at various treatment levels and on surface water
- Prepares necessary testing solutions
- Calculates data and records results
- Maintains laboratory records
- Maintains laboratory equipment
- Maintains EPA Laboratory Certification and Quality Control/Quality Assurance
- Maintains the laboratory itself
- Maintains inventory and orders supplies
- Temporarily supervises assigned personnel
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, use hands to finger/handle/feel and reach with hands/arms.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of chemistry, biology and microbiology, and how these sciences relate to waste water treatment operation</p> <p>Ability to properly operate D.O. meter, pH meter, autoclave and spectrophotometer</p> <p>Ability to use selected job-specific hardware and software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p> <p>Ability to draw accurate conclusions from numerical material</p>	<p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Ability to develop complex reports and position papers</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to instruct and train staff</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed indoors; incumbent works alone in environments that contain fumes, odors and hazardous chemicals.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college degree; Class 2 Laboratory Analyst certificate, Class 3 Wastewater license, ability to obtain higher licensing; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.