



City of Tempe

CHEMIST I

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	213	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$52,557
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$70,952
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Chemist II
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Laboratory Supervisor or from other supervisory or management staff, and functional supervision from Chemist II.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience conducting chemical or biochemical analyses, receiving and processing samples, or related functions in a laboratory environment.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology or directly related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a wide variety of routine analytical and technical duties involved in the handling and analyses of the City's water quality including raw and treated water and/or raw sewage and industrial waste; and to ensure proper compliance with Federal, State and local requirements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate sample receipt and sample log in to the Laboratory Information Management System (LIMS); ensure chains of custody (COC) and bottles are properly documented; prepare kits and COC's for subcontracting.
- Order supplies; perform bottle inventory; prepare bottles and bottle kits; dispose samples and maintain equipment maintenance files.
- Conduct a variety of chemical and biochemical tests including chlorine residual, turbidity, alkalinity, temperature, and pH.
- Calibrate, maintain and monitor various instruments and meters and perform preventative maintenance.
- Operate a variety of laboratory equipment including spectrophotometer, pH meters, turbidimeters, colorimeters, microscopes, balances, autoclaves, titrators, incubators, calculators, and computers.
- Prepare solutions, reagents and standards for various chemical analyses.
- Maintain, clean, and care for laboratory equipment and materials.
- Maintain quality control records (coc's, logbooks, and laboratory workbooks), calculate data, enter data into LIMS database.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Move heavy objects with forklift, dolly, etc. (i.e. gas cylinders for instruments up to 100 lbs.);
- Use tools (i.e. tools for instruments, changing gas cylinders, etc.);
- Operate computers, calculators and other office machines (i.e. laboratory instrumentation);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. laboratory chemicals, but will be working under a hood);
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed August 1995</i> <i>Revised November 2001 (range adj due to market)</i> <i>Revised Nov 2010 (Removed optional driver's license statement)</i> <i>Revised December 2014 (Update job description & remove flex series)</i> <i>Revised December 2016 (Update physical and mental activities)</i> <i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)</i></p>