



City of Tempe

CHEMIST II

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	262	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$58,014
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$78,319
<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	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Laboratory Administrator or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience conducting chemical or biochemical analyses in a laboratory environment.
<i>Education:</i>	Bachelor's degree from an accredited college or university in chemistry, biology or a degree 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 professional analytical and technical duties involved in the 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;
- Perform a variety of chemical and biochemical tests on potable water, wastewater, and industrial effluent;
- Perform associated quality control checks to ensure the accuracy of analytical results; maintain records of analytical results;
- Calibrate, maintain and monitor various instruments; document accuracy of analytical data;
- Operate a variety of laboratory equipment including Spectrophotometers, pH meters, Ion Chromatograph, Gas Chromatographs, Atomic Absorption Spectrometer, Total Organic Carbon Analyzer, Inductively Coupled Plasma Mass and Atomic Emission Spectrometers, balances, autoclaves, titrators, incubators, block digesters, distillation units, turbidimeters, colorimeters, selective ion probes, calculators, and computers;
- Prepare solutions, reagents and standards for various chemical analyses; develop complex testing procedures;
- Calibrate various instruments and meters and perform preventative maintenance;
- Maintain, clean, and care for laboratory equipment and materials;
- Prepare and maintain water quality control reports to maintain State and Federal certification; develop and revise methods to meet ongoing regulations;
- Prepare and generate reports on water quality related data; represent the City at water agency meetings, manufacturer's conferences and at other professional meetings and organizations;
- Updates Quality Assurance/Quality Control (QA/QC) documents and systems, including the QA manual, standard operating procedures (SOP's), Method Detection Limit (MDL) Studies, Performance Evaluation Studies and training;
- Conduct reviews of laboratory raw data and final reports;
- Perform internal audits;
- Update Laboratory Information Management System;
- 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/or mental activities)</i> <i>Revised May 2017 (update job duties)</i> <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Department)</i></p>