

City of Fort Worth, Texas Job Description

Classification Title	Chemist		
Job Code:	PR5010	Job Family:	Professional
Pay Grade	510	Date Reviewed:	07/03/15
FLSA Status	Nonexempt	Date Revised:	10/01/16

GENERAL SUMMARY

Performs a variety of laboratory tests on water/wastewater; solid samples, food and dairy products, for environmental monitoring and testing; to ensure compliance with local, state and federal regulations. Provide ongoing support for safety and security of City of Fort Worth citizens, private customers and surrounding communities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prepares and analyzes water, wastewater and solid matrices for chemical analysis. Interprets and documents steps for chemical analysis; maintains accurate traceability; and ensures data is supported with documentation.
2. Performs procedures such as gas chromatography and testing for ammonia, fluoride, pH, chloride, alkalinity, and other harmful elements; and performs organic chemical extractions and priority pollutant tests.
3. Maintains safety of environmental hazards in compliance with local, state and federal regulations, including chemical and sample custody, storage and disposal; prevents pollution; and minimized waste production.
4. Reviews and interprets peer and self-generated data for accuracy and completeness.
5. Participates in internal and external audits. Facilitates auditor with requested information and documentation; and submits analysis of proficiency testing samples both internally and externally.
6. Troubleshoots and ensures continuous improvement of equipment and analytical methods.
7. Edits current laboratory operating procedures to conform to existing practices, methods and NELAP criteria. Creates new operating procedures, as needed; and provides analysts with most current method processes.
8. Works to continually enhance knowledge and skills. Attends quality control and safety training, including cross training and vendor webinars.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles and practices of analytical chemistry.
- Sampling and laboratory testing procedures and methods.
- Standard chemical, serological, bacteriological tests and procedures.
- Gas chromatography, organic chemical extraction, and chemical agents.
- Proper use of laboratory equipment, reagents, solutions, and buffers.
- Standard scientific laboratory methods and equipment.
- Standard operating procedures.
- Chemical properties, reactions and interactions.
- Safety requirements, rules and regulations.
- Regulatory methods and procedures.
- Adjustment and operation of standard equipment or instrumentation use in chemical and laboratory tests.
- Chain of custody form.
- Laboratory's sample acceptance policies and procedures.
- Laboratory protocols.
- Pertinent federal, state and local laws, codes, and regulations.

- **Skill in:**

- Mathematics.
- Organization.
- Computers and applicable software.
- Data entry.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Perform laboratory examinations according to prescribed procedures and regulations.
- Analyze and interpret test results; report results accurately and properly.
- Properly handle toxic and hazardous wastes.
- Document supplies, standards and reagents to ensure traceability.
- Assemble, calibrate, and maintain equipment used in laboratory tests.
- Use computer workstations and software for laboratory instrumentation, sample tracking and report generation.
- Order and maintain glassware, chemicals, and related supplies; wash glassware as appropriate.
- Observe processes and procedures.
- Prepare documents for developing testing and analytical requirements.
- Interpret and explain City industrial waste policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university, with major course work in Chemistry, Biochemistry, Biology, Medical technology or a related field and two years of responsible laboratory experience.

OTHER REQUIREMENTS

Valid Texas driver's license

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.