



## JOB DESCRIPTION

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<b>Title:</b>	Chemist Assistant	<b>Department(s):</b>	Dept. of Public Works
<b>Reports to:</b>	Wastewater Operator-Lab Tech	<b>Location:</b>	Wastewater Treatment Facility
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	Schedule V, A
<b>Shift:</b>	Day	<b>Status:</b>	Part-Time
<b>Bargaining Unit:</b>	N/A	<b>Date:</b>	May 2012

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### JOB SUMMARY

This position is responsible for assisting the Wastewater Operator-Lab Technician in performance of quantitative and qualitative analysis of all incoming and process wastewater necessary to optimize plant efficiencies while maintaining discharge and quality control limits as required by WDNR and EPA.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Working knowledge of wastewater laboratory testing equipment, analytical methods and techniques.
- Assist in maintaining required quality assurance and quality control programs.
- Works on rotational weekend and holiday schedule.
- Responsible for performing weekly permit required testing as well as daily process tests.
- Keep neat and detailed records of completed lab work for both permit and process testing.
- Cleans and maintains lab equipment and work area.
- Continuous communication with Wastewater Operator-Lab Technician relating to all testing, scheduling and other lab operations.
- Abide by all safety regulations required at the facility

### ADDITIONAL DUTIES AND RESPONSIBILITIES

- In absence of Wastewater Operator-Lab Technician performs all necessary lab functions in a knowledgeable, responsible and efficient manner.

### SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods do exist. Supervised less closely during execution, but end results are still reviewed. Has prior related work experiences, but is broadening knowledge base while gaining full understanding of associated policies and procedures. Incumbents prioritize their own work, manage their time effectively and respond to some questions independently.
- No formal supervision exercised.

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

### **Language Skills**

- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situation.
- Ability to communicate orally and in writing with wastewater staff.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes and ratios.
- Ability to interpret basis descriptive statistical reports..

### **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work well under pressure, handle stressful situations, organize work, set priorities, manage time and resources to meet deadlines with minimal supervision.
- Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternative solutions.
- Ability to exercise judgment, decisiveness and creativity when required in the evaluation of information.

### **Other Qualifications**

- Strong chemistry background with at least one year of college chemistry desired.
- Organized and neat recording skills.
- Ability to work effectively in cooperation with fellow employees as a member of the utility staff team.
- Proficiency in computer operation and working knowledge of modern office practices and procedures including operation of Microsoft Office.
- Proficiency in 10-key calculator.
- Skill in First Aid and CPR, certification preferred.
- Valid state driver's license, or ability to obtain one.
- Ability to work and remain motivated in an independent work environment.

### **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.*

- While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is required to walk, utilize fingers to handle, operate objects, tools, controls and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and make continuous adjustment on equipment, machinery and tools such as computers and other office machines, and or materials used in performing essential functions.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, odors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert physical effort varying from sedentary to continuous activity during a work shift. Involving lifting, carrying, pushing, pulling, or moving up to 50 pounds.
- While performing the duties of this job the employee is required to crouch, crawl, kneel, stoop, and climb.

### **WORK ENVIRONMENT**

*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.*

- The noise level in the work environment is moderately quiet except for areas where hearing protection is required.

