

CLASS SPECIFICATION FOR
Chemist

GENERAL STATEMENT OF DUTIES: Performs complex chemical laboratory testing and analysis; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs a wide variety of quality assurance activities related to bacteriological and chemical testing of water and sewage. The incumbent supervises and trains subordinate lab staff, provides technical guidance, employs advanced laboratory techniques and uses analytical instruments to perform the most difficult laboratory tests, in strict accordance with regulated methods. The incumbent also maintains certification for all required testing to assure acceptance and accuracy of analysis results, completes various laboratory procedures. Work is performed under the general supervision of the Chief of Laboratory Operations, with the primary review being from the accuracy of test results and analyses. After demonstration of proficiency and fulfillment of training requirements, work is performed without direct supervision.

EXAMPLES OF WORK (illustrative only):

- Receives, records, prepares and tests samples;
- Analyzes State samples and assists in maintaining documentation to satisfy State certification procedures;
- Maintains and operates gas chromatograph, atomic absorption spectrophotometer, u.v. spectrophotometer, turbidity meter, conductivity meter, pH meter, and all other laboratory equipment;
- Keeps abreast of the latest techniques and equipment for testing water, sewage, and other types of samples;
- Assists in training and overseeing subordinate laboratory personnel in conducting various tests and in the operation and maintenance of laboratory equipment;
- Assists in maintaining procedures for proper sampling coverage and to meet State requirements;
- Provides data and reports to answer complaints and inquiries;
- Prepares reports for departmental, State and other outside uses;
- Assists in keeping an inventory of chemical supplies and reorders when needed;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of principles, practices and techniques of chemistry and microbiology applicable to laboratory duties assigned and necessary to maintain State (EPA) certification; extensive knowledge of the operation and maintenance of equipment used in a water quality laboratory; ability to analyze, evaluate and make recommendations concerning laboratory tests; ability to prepare moderately complex reports; ability effectively supervise and train subordinate laboratory personnel.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in chemistry and two (2) years of experience in a responsible position in a certified laboratory, preferably including some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.