



**DELAWARE COUNTY BOARD OF COMMISSIONERS**

AN EQUAL OPPORTUNITY EMPLOYER

<b>Job Title:</b>	Chemist	<b>Department:</b>	Regional Sewer District
<b>Position Type:</b>	Full-time Bargaining Unit (AFSCME #8)	<b>Address:</b>	
<b>Typical Work Schedule:</b>	7:00 a.m. to 3:00 p.m. Monday through Friday	<b>Pay Range:</b>	County Compensation Plan
<b>Contact Information:</b>	740-833-2120	<b>FLSA:</b>	Hourly, Non-Exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		

**Objectives**

Individual performs special and complex chemical, bacteriological and physical analysis on untreated/ treated wastewater, sludge, and river water. Individual reports to the Operations Manager.

**Job Standards**

A high school diploma or equivalent is required. Two years of higher education in areas of chemistry or biology is preferred.

Ohio EPA Class I Wastewater Operator Certificate is preferred.

Ohio Water Environment Association Class 1 Wastewater Analyst Certificate is to be obtained within two years of eligibility as set by the OWEA.

Possession of a valid Ohio Driver's License and an acceptable driving record is required. Must meet and maintain qualifications for driving on County business at all times, including insurability.

All required licenses and certifications must be maintained as a condition of continued employment.

**Job Description**

**ESSENTIAL FUNCTIONS:**

- Demonstrates regular and predictable attendance;
- Performs routine analysis using approved standard operating procedures and recording of data on samples reflecting continued operation of the treatment plant and NPDES reporting including carbonaceous biochemical oxygen demand, chemical oxygen demand, ammonia, nitrate, hardness, total dissolved solids, total suspended solids, phosphorus, e-coli, fecal coliform, and oil and grease;
- Performs analytical testing of collected samples for biochemical oxygen demand and total suspended solids as required by the Commercial Surcharge Sampling Resolution;
- Performs microbiological examination;
- Calibrates, operates, and maintains complex laboratory equipment;
- Identifies and classifies aquatic organisms with a microscope;
- Establishes procedures for the evaluation of facility process chemicals;
- Instructs facility personnel in use of laboratory equipment and performance of analyses;
- Orders, inventories, records, and stocks laboratory chemicals and supplies;
- Understands and enforces the Laboratory Chemical Hygiene Plan;
- Conducts inspection of assigned work areas and participates in laboratory audits, as required;
- Conducts laboratory testing procedures to determine condition of sludge and to help determine the quantity of waste sludge;
- Uses analytical methods and laboratory equipment to measure oxygen, chlorine, pH levels and/or other analytes in the effluent and throughout other stages of the process;
- Retrieves samples from various points of effluent flow for collection of composite samples and to analyze for dissolved oxygen, pH, chlorine residuals, and/or other analytes, as required;
- Cleans and maintains assigned areas;
- Overtime as required;
- Performs any related essential functions as required;
- Other duties as assigned.



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### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs any related non-essential functions as required.

### **SKILLS AND KNOWLEDGE:**

#### **Equipment:**

- Individual uses the following equipment including, but not limited to, glassware, pipets, aspirator, vacuum pump, microscope, chemicals, chemical reagents, laboratory grade deionized water, refrigerator, fume hood;
- Ability to operate including, but not limited to, computers and printers, operate calibrate programmable spectrophotometer, autoclave, balance, ovens, distillation unit, hot plates, meters, probes, incubators and other equipment necessary to perform duties;
- Individual also uses the following for safety protection including, but not limited to, rubber gloves, eye protection, earplugs and respirators.

#### **Critical Skills/Expertise:**

- Ability to learn new techniques as required;
- Ability to maintain records and prepare reports;
- Ability to operate a computer;
- Knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- General knowledge and ability to be trained in microbiology;
- General knowledge of principles, practices, and methods of chemistry;
- General knowledge of bacteriology;
- General knowledge of wastewater treatment chemicals and associated SDS;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Chemist shall become familiar with the plant NPDES permit and shall coordinate, schedule, and collect the appropriate samples for testing per the plant NPDES permit. Chemist shall perform analytical testing on the collected samples or submit to an approved subcontract laboratory per the established Standard Operating Procedures (SOP) and have available the results of the testing for quality control review by the supervisor in a timely manner and in compliance with the NPDES permit reporting schedule;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

### **II. RESPONSIBILITY**

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

### **III. PHYSICAL EFFORT**

**Physical Requirements:** Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

**Visual Activity:** Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

### **IV. WORKING CONDITIONS**

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.



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**V. PERSONAL WORK RELATIONSHIPS**

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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***Chemist***

PCN#: 1192019305  
 Job Code: 19308  
 Skill Level: 3  
 FLSA Status: Non-exempt  
 Civil Service Class: Classified

***Chemist 1***

PCN#: 1192019406  
 Job Code: 19408  
 Skill Level: 4  
 FLSA Status: Non-exempt  
 Civil Service Class: Classified

***Chemist 2***

PCN#: 1192019507  
 Job Code: 19508  
 Skill Level: 5  
 FLSA Status: Non-exempt  
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14  
 Resolution #14-272