

ANALYTICAL CHEMIST - WATER QUALITY

Department: Elmira Water Board
Classification: Competitive
Labor Grade:
Adopted: 10/02/95
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for doing a variety of chemical tests in the Elmira Water Board's laboratory. The work is technical in nature requiring the employee to do routine and special chemical tests on drinking and source water samples. The employee does work under the supervision of the Chief Water Treatment Plant Operator. The Chemist has supervisory responsibility for all work completed in the lab facilities. The incumbent represents the Elmira Water Board on the Labor Management Committee as a part of the supervisory team's water quality education program. In addition, the incumbent prepares the laboratory budget for the Elmira Water Board. The incumbent will act in place of the Chief Operator during his/her absence. Recommendations are made to the General Manager regarding changing technologies and staff size. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Directs and participates in routine and specialized analytical chemical tests on drinking water and source water samples;
Performs complex examinations that involve the application of advanced laboratory techniques, materials and equipment;
Collects samples, analyzes distribution samples for water quality, samples a variety of sources collected from the distribution system to help the Elmira Water Board evaluate the relative efficiency of the distribution system's performance;
Reviews reports and renders technical assistance with difficult analysis;
Directs water quality analysis/quality control, and chain of custody records and procedures;
Provides water quality education training to bargaining unit personnel through the Labor Management Committee;
Monitors work activity to ensure that tests are promptly done and that results are accurately recorded;
Conducts research and special studies to develop new analytical methods and techniques and evaluates current methods;
Records and prepares reports on laboratory tests, ensures that appropriate levels of chemical supplies and equipment are available for use;
Checks analytical instruments and equipment to ensure proper functioning and assists in training all staff on current or new methods and procedures;
Serves as an advisor to the General Manager on innovative technology in water treatment, making recommendations on changing technology and its' affect on the size of workforce needed;
May act in place of the Chief Water Treatment Plant Operator during his/her absence.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles, practices, instruments and methods of analytical environmental chemistry as applied in the collection and analysis of water; good knowledge of the current developments and trends in the chemical

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analysis of water; ability to evaluate analytical test results and make detailed reports, verbal and written; ability to plan and supervise the work of others; a high degree of accuracy; sound professional judgment; initiative and dependability; skill in working with and training bargaining unit personnel; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in chemistry; or:

B. Graduation from a regionally accredited New York State registered (4) four year college or a university with a Bachelor's degree in Chemistry or other relevant physical science discipline, which includes the successful completion of 24 semester credit hours of chemistry and three (3) years of experience in an analytical laboratory performing chemical analysis; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time work will be acceptable, will pro-rate volunteer experience toward meeting full-time experience requirements.