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|---|------------------------------------|--------------------------|----------------------------------|-----------------------|
|  | <b>CHEMIST<br/>JOB DESCRIPTION</b> |                          |                                  |                       |
| <b>Effective Date:</b>  | <b>Original Date:</b>              | <b>Originator:</b><br>HR | <b>Department:</b><br>Laboratory | <b>Page</b><br>1 of 3 |

## Summary/Objective

Conduct qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.

## Essential Functions


Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Duties/Responsibilities:*

- Prepare test solutions, compounds, and reagents for laboratory personnel to conduct test.
- Analyze organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships, and reactions, utilizing chromatography, spectroscopy, and spectrophotometry techniques.
- Develop, improve, and customize products, equipment, formulas, processes, and analytical methods.
- Compile and analyze test information to determine process or equipment operating efficiency and to diagnose malfunctions.
- Confer with scientists and engineers to conduct analyses of research projects, interpret test results, or develop nonstandard tests.
- Direct, coordinate, and advise personnel in test procedures for analyzing components and physical properties of materials.
- Induce changes in composition of substances by introducing heat, light, energy, and chemical catalysts for quantitative and qualitative analysis.
- Write technical papers and reports; and prepare standards and specifications for processes, facilities, products, and tests.

## Competencies

- Ability to use computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Experience in observing, receiving, and otherwise obtaining information from all relevant sources.
- Experience in compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Ability to identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Experience in using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Ability to develop specific goals and plans to prioritize, organize, and accomplish your work.
- Experience in monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

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- Ability to analyze information and evaluating results to choose the best solution and solve problems.
- Ability to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Experience inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.

## Work Environment

This job operates in a professional laboratory environment that is well-light, heated and/or air conditioned depending on the season. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk.

This is largely a sedentary role; with the ability to lift up to 30 pounds at times.

## Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00a.m. to 5:00 p.m., Monday through Friday.

## Travel


No travel is required for this position.

## Required Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## Required Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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### Required Education and Experience

1. Bachelor's degree in biology, microbiology or chemistry (or equivalent experience).
2. 3+ years' experience conducting a variety of tests in a physical, chemical or biological laboratory.

### Preferred Education and Experience

1. Master's degree or equivalent experience

### Additional Eligibility Qualifications

None required for this position.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_