

City of Dallas
Classification Specification

Title:	Senior Chemist	Class Code:	04202
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

As a senior-level performer, conducts complex analyses of samples (e.g., water, wastewater, sludge, soil) to provide timely and accurate chemical analysis as required by federal, state and local regulations.

Essential Functions:

1. Coordinates work activities and assists in the training of other laboratory personnel in performing chemical, physical and biological testing and sample analysis to ensure safety procedures are followed and results meet regulatory standards.
2. Conducts a variety of complex tests and interprets results for client department; develops testing methods for other lab personnel to use.
3. Maintains laboratory supply inventory to ensure availability of equipment, instruments and chemicals; oversees maintenance and calibration of lab equipment to ensure testing standards are met; assists in writing specifications for purchase of new equipment.
4. Analyzes, writes and summarizes various reports and special studies for submission to division personnel, citizens, Environmental Protection Agency, Texas Natural Resources Conservation Commission and other agencies.
5. Examines and evaluates data produced by the lab for reliability and accuracy, evaluates city and contract laboratory conditions, makes recommendations to ensure quality assurance/quality control standards are met, and makes recommendations to improve testing and treatment processes.
6. Advises water/wastewater treatment plant staff on changes to the treatment process based on lab test results.
7. Performs laboratory supervisor's job duties in the supervisor's absence.
8. Conducts tours of treatment facility for individuals or groups.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of chemical, physical and biological analysis, testing, principles and practices as applied to the water or wastewater laboratory.

Thorough knowledge of federal and state regulations associated with chemical treatment standards.

Knowledge of water and wastewater treatment plant processes.

Ability to conduct complex chemical tests and analysis.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to train laboratory personnel and coordinate and monitor their work.

Ability to analyze, prepare and present scientific reports and records.

Must be computer literate.

Depending on location, may require a "B" Surface Water Certification from Texas Natural Resources Conservation Commission (TNRCC).

Working Conditions and Hazards:

The major activities of the job are performed in a laboratory and plant site, requiring extensive standing.

Exposed to chemical and biological hazards from chemicals, sludge and wastewater.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.