



TOWN OF MANCHESTER



POSITION AVAILABLE

CHEMIST II (Environmental Lab)

Vacancy in the Water & Sewer Department

40 hours per week - \$70,617.23 - \$78,598.01/Annually

(2022 – 2023 Salary Schedule)

CLOSING DATE: Friday, August 2, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under supervision of the Laboratory Director, oversees laboratory operations of a municipal drinking water and wastewater lab as required for process control and regulatory compliance. Performs maintenance and calibration of laboratory equipment and prepares standards and reagents as needed. Oversees the quality management program and performs quality assurance measures in accordance with State and Federal requirements. Manages laboratory supply inventory and sources laboratory equipment. Performs physical, chemical, and bacteriological analysis of water and wastewater as necessary. Schedules, assigns, and supervises the work of others and ensures adherence with laboratory SOPs.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES: Strong proficiency with laboratory software and documentation procedures as well as instrument computer software and hardware. Ability to carry out and effectively communicate instruction in written, oral, or diagrammatic form. Knowledge of method development and general laboratory safety practices. Experience with troubleshooting methods and writing and implementing corrective actions. Experience with wet chemistry laboratory methods, including microbiology, and ion chromatography. Solid proficiency with laboratory QA/QC practices, preferably within the NELAP or ISO 17025 framework.

MINIMUM TRAINING AND EXPERIENCE: Bachelor’s degree in chemistry, environmental science, or biology and one (1) year of experience working in a drinking water or municipal wastewater laboratory. Prior supervisory experience of one (1) year is preferred. Experience with ion chromatography or similar complex instrumentation preferred. Must obtain Environmental Laboratory Director certification from the State of Connecticut, Department of Public Health and a NEWEA Laboratory Analyst – Grade 1 Certification within one (1) year of initial date of employment.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, August 2, 2024, or must be postmarked by Friday, August 2, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

**TOWN OF MANCHESTER
POSITION GUIDE**

Title: Chemist II
Department: Water and Sewer
Reports To: Laboratory Director

NATURE OF WORK

Under general supervision of Laboratory Director, oversees day to day operations of laboratory. Performs all types of physical, chemical, and bacteriological analysis of water and wastewater necessary for process control and to establish potability of public water supply and acceptability to wastewater standards.

ESSENTIAL JOB FUNCTIONS

Schedules, assigns, and supervises the work of others in performing prescribed laboratory tests.

Performs daily and periodic physical, chemical, microbiological tests of water and wastewater as required for process control or regulatory compliance.

Operates sophisticated equipment such as Atomic Absorption Spectrophotometer, Autoanalyzer, respirometer and UV Spectrophotometer.

Monitors laboratory testing procedures, equipment, and techniques to meet State and Federal requirements and alerts appropriate parties when lab results indicate that water or wastewater violates regulatory levels.

Performs quality and process control testing to comply with State and Federal requirements.

Prepares media and reagents as needed. Collects samples of water and wastewater.

Maintains laboratory equipment; makes minor repairs to equipment and measuring instruments.

Inputs laboratory data onto computer. Performs proficiency testing to maintain certification of laboratory.

Follows OSHA and other standard safety procedures and regulations and assists in training laboratory personnel in proper procedures.

OTHER JOB FUNCTIONS

May respond to customer complaints concerning water quality.

Assists in the formulation of annual budget.

Writes technical specifications for contract services or materials.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Ability to use personal computer. Ability to perform simple mathematical computations. Ability to carry out instructions furnished in written, oral, or diagrammatic form. Ability to plan, assign and supervise the work of others. Ability to work independently. Knowledge of general laboratory safety practices.

Ability to establish and maintain effective working relationships with supervisors and subordinates.

PHYSICAL AND MENTAL EFFORT / ENVIRONMENT AND WORKING CONDITIONS

Must be mobile, able to perform difficult manipulative skills such as calibrating equipment; able to perform tasks requiring hand-eye and arm-hand coordination, such as keyboard skills. Must be able to communicate through human speech using the English language.

Must be able to push/pull/lift light objects and stand or sit for prolonged periods.

Must be able to see objects closely and discriminate colors. Able to hear normal sounds with some background noise and communicate through human speech.

Must be able to concentrate on fine detail with little interruption, attend to task for 45-60 minutes at a time, remember multiple tasks given to self and others during the course of the day, and understand the theories behind several related concepts.

Ability to work professionally with co-workers, supervisors, customers, and the public at large.

May be exposed to blood, body tissues or fluids; toxins, cytotoxins or poisonous substances; hazardous chemicals; high humidity or wetness; electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in related field with courses in microbiology and chemistry and one (1) year of experience in water or wastewater laboratory analysis. Experience with atomic absorption, graphite furnace, or similar complex testing equipment preferred.

Must hold valid Connecticut Motor Vehicle Operator's License.

Must hold certification as an Environmental Laboratory Director from the State of Connecticut Department of Public Health and hold certification from the Association of Boards of Certification (ABC) as an Analyst Level 1 as required by the State of Connecticut Department of Environmental Protection within one (1) year of date of initial appointment to this position.

(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)