



# TOWN OF MANCHESTER



## POSITION VACANCY

### CHEMIST I

Water and Sewer Department

\$64,407.72 – 77,403.04

**CLOSING DATE: Wednesday, October 2, 2024**

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

**SUMMARY OF POSITION:** Conducts physical, chemical, and microbiological tests of drinking water and wastewater as required for process control and regulatory compliance of public health and environmental protection measures. Performs calibrations, maintenance of laboratory equipment and quality assurance and quality control testing. Prepares standards and reagents as needed. Conducts standard wet chemistry analyses according to SOPs.

**DESIRABLE KNOWLEDGE AND SKILLS:** Experience with ion chromatography and proficiency with instrument hardware and software preferred. Proficiency with MS Office, including Excel, Word, and Outlook desired. Ability to perform simple mathematical computations. Ability to carry out instructions furnished in written, oral or diagrammatic form. Ability to work independently. Knowledge of analytical methods and general laboratory safety practices.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in chemistry, environmental science, or biology with a minimum of one to three years of laboratory experience with drinking water or wastewater or an associate's degree in environmental science, biology, or chemistry and three (3) years of experience with water or wastewater testing. College course work or other training equivalent to associate's degree may be substituted for the degree. Must obtain a NEWEA Laboratory Analyst – Grade I 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%	80%

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. Wednesday, October 2, 2024, or postmarked by Wednesday, October 2, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

**The Town of Manchester shall not discriminate based on 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 people with disabilities.** 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  
**Department:** Water and Sewer Department  
**Reports To:** Laboratory Director or Chemist II

**NATURE OF WORK**

Performs physical, chemical and bacteriological analysis of water and wastewater to establish potability of public water supply and acceptability to wastewater standards.

**ESSENTIAL FUNCTIONS**

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

Operates sophisticated equipment such as Atomic Absorption Spectrophotometer and Autoanalyzer.

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.

**OTHER FUNCTIONS**

Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Ability to use personal computer.

Ability to perform simple mathematical computations.

Ability to carry out instructions furnished in written, oral or diagrammatic form.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES (CONT.)**

Ability to work independently.

Knowledge of general laboratory safety practices.

## **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL 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 and manipulating tools.

Must be able to push/pull/lift light objects and stand 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.

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 biology or chemistry and two (2) years of experience in water or wastewater laboratory analysis or Associate's degree in biology or chemistry and three (3) years of experience in water or wastewater analysis. Experience with atomic absorption, graphite furnace, or similar complex testing equipment preferred. College course work or other training equivalent to Associate's degree may be substituted for the degree.

Must hold valid Connecticut Motor Vehicle Operator's license.

Must obtain Certification from State of Connecticut Department of Environmental Protection for the Association of Boards Certification Analyst Level I within one (1) year of initial date of employment.

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