

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	ANALYTICAL CHEMIST	Department:	Filtration Plant
Requisition Number:	2021229		
Hours:	7:00 am – 4:00 pm., may vary	Rate of Pay:	\$26.3533 - \$30.2077 hourly
Date Posted Up:	September 21, 2021	Date Posted Down:	October 6, 2021
Time Up:	3:00 pm	Time Down:	4:30 pm

SUMMARY

Performs chemical analysis of water and wastewater. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following: Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Evaluates new methods and procedures and applies advanced methods and theories involving new developments in the field and makes professional recommendations;
- Prepares O&M and CIP budgets annually;

INFORMATION/COMMUNICATION

- Updates the CSO Hotline;
- Generates quality control charts and statistical analysis of results both manually and using computer programs;
- Assists in the training of other employees;
- Provides input and information for O&M and Capital budgeting processes;

MANAGEMENT/OPERATIONS

- Assembles and operates instruments and equipment for analytical and research work on water and wastewater;
- Cleans and maintains laboratory instruments, equipment, and work area;
- Assigns, schedules and coordinates lab projects;
- Specifies and procures lab supplies and equipment, handles related paperwork, handles replacement parts, warranty repairs and supply problems;
- Determines priority requests and manages priority conflicts;
- Operates personal computer for data entry and performs verification of data entry;
- Directs work of employees assigned to assist;
- Assists with the duties of the Pretreatment Inspector when directed;
- Assists the Program Manager in project management;
- Performs duties in accordance with City of Fort Wayne safety rules and operating regulations;

DATA MANAGEMENT/DIAGNOSTIC/MAINTENANCE

- Prepares chemical reagents, test solutions and standards used for chemical analysis of plant influent and effluent, sludge, industrial, samples and various grab samples for numerous organic and inorganic components of water and wastewater;
- Collects samples from water mains, rivers, ponds, process areas, spills, and wastewater lines;
- Performs Quality Assurance Testing on a quarterly basis and analyzes EPA Performance Evaluation samples annually;
- Prepares and preserves samples;
- Assists operations with in-plant sample collection;
- Evaluates sampling and data validity, assembles data and maintains records;
- Compiles and analyzes data, maintains records, files, logs and prepares reports;
- Performs complete, detailed chemical, bacteriological and physical analyses of samples;
- Monitors and evaluates process data and recommends changes in the process as necessary;
- Ensures that data meets local, state and federal requirements.

SUPERVISORY RESPONSIBILITIES

Incumbent works in a self-directed work group that involves chemical testing, data production, and process sampling. Incumbent supervises a summer intern.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience;
- Two years or equivalent of analytical experience in a chemical testing laboratory;
- Two years experience and working knowledge of computers and related scientific software.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Twenty hours of college chemistry including laboratory classes;
- General knowledge of the practices of sampling, analysis, and the ability to apply the full range of generally accepted and commonly used methods and procedures;
- General knowledge of the uses and operation of automated analytical instrumentation.
- Familiarity with EPA analytical methods;
- Full range of generally accepted and commonly used principles, theories, methodology and precedents dealing with chemical testing and instrumentation;
- Communicates effectively both orally and in writing.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory

agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Drivers License;
- CPR and First Aid Certification;
- Confined Space Entry Certificate.

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Deemed physically fit to wear respirator.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

Employee is frequently exposed to wastewater, septage, and associated pathogens.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.