



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT CHEMIST-

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA15
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JOB SUMMARY

This is the entry level position performing Assistant Chemist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Conducts routine chemical, physical, and microbiological tests; prepares reagents and standards; learns and assists to evaluate data and prepare reports.
2. Collects data related to water quality analyses. Learns and assists with analysis and interpretation of water quality data. Assists with preparation of technical reports.
3. Operates, maintains, and troubleshoots basic laboratory and field equipment and instrumentation.
4. Updates quality assurance and quality control records and standard operating procedures.
5. May assist in improving and/or implementing testing techniques or procedures.
6. May provide training on laboratory procedures.
7. May participate on a project team.
8. Performs other related Chemist job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field.

Required Knowledge of: Principles of chemistry; principles of statistics; algebraic mathematics; laboratory techniques; laboratory safety protocols; and current office technology and equipment.

Required Skills and Abilities to: Apply laboratory techniques; use algebraic mathematics; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.