



**City of Phoenix**

## **CHEMIST III ASSIGN: SPECIALTY**

JOB CODE 23431

Effective Date: 03/08N

### **DISTINGUISHING FEATURES OF THE ASSIGNMENT:**

The Chemist III Specialty assignment includes four areas of specialty:

**Organics/Volatiles/Semi-Volatiles Section** incumbents are responsible for the general administration of the organics section including long-range planning for staffing and capital acquisitions, developing and reviewing new analytical procedures, preparing and monitoring laboratory budgets, and the section's standard operating procedures.

**Inorganic/Metals Section** incumbents are responsible for the general administration of the inorganics section including long-range planning for staffing and capital acquisitions, developing and reviewing new analytical procedures, preparing and monitoring laboratory budgets, and the section's standard operating procedures.

**Biology/Microbiology Section** incumbents are responsible for the general administration of the biology section including long-range planning for staffing and capital acquisitions, developing and reviewing new analytical procedures, preparing and monitoring laboratory budgets, and the section's standard operating procedures.

**Quality Assurance Section** incumbents are responsible for the general administration, development, oversight, and implementation of the laboratory's quality control and quality assurance systems and review of analytical procedures and new technology for compliance with established policies, procedures, and accreditation standards. The incumbent in this assignment is responsible for ensuring all laboratory personnel have demonstrated ability to satisfactorily perform the analyses to which they are assigned and that all data reported by the laboratory meets the required quality assurance and regulatory criteria.

This assignment differs from the base classification of Chemist III due to the increased responsibility to maintain quality control and develop scientifically sound, legally defensible processes, while keeping current with all new methods, rules, and regulations.



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This class is responsible for administering the Water Quality Division laboratory engaged in the analysis of water and wastewater samples to ensure compliance with federal, state, and local environmental analysis requirements. Direct supervision is exercised over Chemists II responsible for supervising a staff of professionals and technicians in the day-to-day laboratory operations. The Chemist III provides overall laboratory management including long-range planning for staffing and capital acquisitions, developing, and reviewing new analytical procedures, preparing and monitoring laboratory budgets and developing and implementing laboratory policies. Work is performed under the general supervision of the Water Quality Superintendent and performance is evaluated through an analysis of work reports and results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises the work of Chemists II engaged in the day-to-day supervision of laboratory operations;
- Plans and oversees the development and execution of new analytical procedures and monitors programs relating to water and wastewater treatment and public health and environmental issues;
- Reviews regulations, legislation, and permits for impact on laboratory operations and the technical validity of analytical requirements;
- Administers laboratory resources and controls costs;
- Prepares and administers the laboratory budget;
- Ensures the quality of laboratory analyses through training and the oversight of the quality control program;
- Oversees and reviews the preparation of laboratory reports, certifies their correctness and interprets the results;
- Plans for long-range staffing needs and capital acquisitions;
- Testifies at Environmental Protection Agency hearings;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### **Knowledge of:**

Chemistry: analytical, inorganic, organic, and physical.  
Accepted quality assurance/quality control procedures used in environmental analysis.  
Laboratory safety and approved chemical disposal practices.



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Laboratory manipulative techniques, and scientific methods and procedures. Principles, practices, and techniques relating to the operation and care of specialized laboratory equipment and highly technical, analytical procedures used in EPA-approved environmental laboratory methods.

Ability to:

Perform a broad range of supervisory responsibilities over others.  
Effectively manage a laboratory operation, including the ability to plan and administer a laboratory budget.

Prepare comprehensive analytical reports and interpret test results.

Work cooperatively with other City employees and the public.

Communicate orally with customers, clients or the public in face-to-face one-to-one settings, in group settings, or using a telephone.

Comprehend and make inferences from written materials.

Produce written documents with clearly organized thoughts with proper English sentence construction, punctuation, and grammar.

Work safely without presenting a direct threat to self or others.

Additional Requirements:

Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of supervisory experience in professional environmental laboratory work and a bachelor's degree in chemistry, microbiology or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.