



Position Description

Classification Title:	Chemist II (HS092)
Working Title:	Environmental Analytical Chemist
Supervisor's Working Title:	Chemist Supervisor (HS049)
Hours/Shift:	7:45 am – 4:30 pm
Department:	Water and Environmental Analysis Laboratory
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	Academic Staff – Category A
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	March 2022
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

This early career environmental chemist will work within the Water and Environmental Analysis Laboratory (WEAL). The WEAL is a WI DNR and DATCP water and wastewater certified laboratory in which a variety of instruments and techniques are utilized [e.g., flow-injected autoanalyzer, inductively coupled plasma spectrometer (ICP-OES), total organic carbon analyzer, UV-VIS, gas and liquid chromatography (GC/MS and LC/MS)].

Chemists within the organization utilize their knowledge and skills to analyze water samples using accepted methods for inorganic and organic analytes. Chemists are required to follow all quality control requirements, prepare samples, standards, and reagents, maintain instrumentation, and oversee student staff. The primary analytical focus of this position will be inorganic analysis.

This is a non-tenure track academic staff position funded by program revenue.

Primary Responsibilities:

% of Time Spent

Chemist

70

- Perform analytical testing for chemical contaminants and characteristics in water (public drinking water, private well water, surface water, or wastewater) following protocols and methods as required by state agencies (Wisconsin DNR and DATCP).
- Ensure data produced meets or exceeds all quality control and quality assurance requirements for each analytical method performed.
- Utilize a laboratory information management system to input projects, enter data, review results, and generate reports.
- Troubleshoot instrumentation to ensure operational efficiency and accuracy. Perform maintenance (routine and non-routine) as needed. Review and update standard operating procedures and methods to ensure compliance with regulations.
- Engage with clients to disseminate and provide interpretation of results.
- Work cooperatively with the team of WEAL chemists to ensure organizational success.

Student Supervisor <ul style="list-style-type: none"> • Train and support student employees to facilitate their ability to become laboratory professionals upon graduation • Ensure student analysts produce work product that meets or exceeds the quality control and quality assurance requirements within the laboratory 	25
Miscellaneous Projects <ul style="list-style-type: none"> • Other duties as assigned. This may include safety-related programming, purchasing laboratory supplies, or shipping and receiving sample related materials 	5

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- Bachelor's degree in chemistry or related field.
- Experience working within laboratory that conducts analytical testing of environmental samples (Master's degree in a related field may be considered in lieu of experience).
- Experience with good laboratory practices in standard operating procedures, safety, and quality control.

Preferred Knowledge, Skills, and Abilities

- Experience working within a Wisconsin DNR-certified laboratory that analyzes surface water, groundwater and/or drinking water.
- Experience with operation and maintenance of instrumentation such as a flow-injection autoanalyzer, discrete autoanalyzer, or UV-VIS.
- Experience with digestion techniques such as EPA 365.4, EPA 351.2, or Standard Methods 4500-N_{org} D).
- Experience with a laboratory information management system (LIMS).

Physical Effort/Demands:

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

Equipment Operated:

- Analytical Chemistry Equipment
- Various computer systems and/or software
- calculator
- fax machine
- office copier
- telephone
- other electronic office devices
- PPE is provided and required

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name _____
Date

Employee Signature _____
Date

Supervisor Name _____
Date

Supervisor Signature _____
Date