

**INDUSTRIAL CHEMIST
(CLASS CODE 7834)**

TASK LIST - 2021

Laboratory Work

1. Supervises laboratory personnel conducting qualitative and quantitative chemical and related physical tests, analyses, and investigations of construction, operation, and maintenance materials and supplies, such as laboratory apparatus and equipment failure, occupational hazards, and environmental concerns; and reviews, approves, and certifies laboratory data reports for federal, state, and local regulatory agencies in order to ensure quality control and compliance with rules and regulations.
2. Maintains record of laboratory tests, methods, and reagents used in evaluating materials and supplies in order to track all tests and ensure sufficient supply of reagents and materials.
3. Develops techniques and procedures for a variety of new problems and may occasionally be assigned other duties for training purposes in order to ensure staff are current with technological changes or unexpected emergencies.

Purchasing Work

4. Inspects laboratory lists of needed supplies and equipment in order to ensure sufficient supply of reagents and materials.
5. Determines conformance to detailed purchase specifications of materials and supplies, such as metals, alloys, paints and other protective coatings, soaps, waxes, greases, gases, oils, other petroleum products, cleansers, rubber, cement, paper, and insulating and fibrous materials; and assists in the preparation of chemical specifications for purchase of materials and supplies in order ensure the laboratory has required equipment and supplies.
6. Prepares annual budgets for laboratory personnel, equipment, and supplies in order to ensure appropriate allocation of budget and proper funding for all aspects of laboratory work.

Communication

7. Communicates with engineers and technical personnel in order to solve a variety of chemical problems, such as correction of soil deficiencies, composition of soil waters, causes for failure of mechanical equipment, identification of materials, causes for corrosion of metals, and nature and causes of deposits in condenser tubes.
8. Communicates with suppliers of materials and apparatus, makes recommendations for award to bidders, and responds to inquiries from unsuccessful bidders in order to keep positive relations with suppliers and ensure the laboratory has required equipment and supplies.
9. Serves on various committees concerned with Department activities relating to the field of chemistry in order to provide accurate information, discuss project status, and resolve project related issues.
10. Communicates with government agencies and private research laboratories regarding new developments, problems, and program activities in order to exchange information relating to methods and techniques of analysis to stay current with new technological changes.

Supervision

11. Supervises a group of employees, assuring priority assignments are handled first and reviews materials prepared by subordinates such as technical reports, recommendations, and the work in a chemical laboratory involving qualitative and quantitative chemical and related physical tests, analyses, and investigations; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments, while providing technical expertise in difficult phases of assignments, in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
12. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure that the work is completed safely, timely and up to standards; and makes necessary adjustments to work in progress.
13. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations and discusses evaluations with the employee, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance for future assignments.

14. Conveys information to employees orally or in writing, including information from management, such as policy changes or department objectives, safety requirements, updated safety and new product information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
15. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation.
16. Applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions, inappropriate conduct, or safety violations; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
17. Trains employees by explaining and demonstrating work procedures and then observing employee performance; assists employees in preparation for promotional opportunities; facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, and manuals) are available in order to ensure employees are properly trained and provide relevant equipment and information.