

Classification Title: Chemist

FLSA Status: Exempt

BRIEF DESCRIPTION: Performs complex, quantitative analytical procedures to determine the identity of physical, chemical and biological concentrations found in samples. Maintains all chain of custody requirements. Reports expert findings to supervisors, law enforcement agencies, the District Attorney’s Office, or to citizens such as homeowners or clients. May testify in the courtroom as to findings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs analytical tests on items such as water, soil or controlled substances. Maintains samples within the specified holding conditions to preserve sample integrity. Documents results, notes and data in specific folders.
2	S	Analyzes and reports results. May testify in courts as an expert in the field. Defends processes used in analysis and produces notes and files. Communicates with outside parties interested in or parties to the findings.
3	L	Performs all required calibrations on laboratory equipment and instrumentation. Documents, maintains and organizes and files calibration records for all laboratory equipment and instrumentation. Records all chemical use as well as lab supplies and consumables. Performs routine repair or maintenance as required.
4	L	Develops standardized testing procedures for analysis on samples. Writes, updates and maintains all technical processes and guidelines.
5	S	Attends training and receives and/or maintains all certification on laboratory and testing techniques. Facilitates on site inspections by regulatory inspectors and works to ensure compliance.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Chemistry or related physical science field.
Experience	Four years of experience in sample analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Microscopes, laboratory glassware, various chemicals and additional laboratory testing equipment, ovens, refrigerators, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Outdoors, laboratory.

Wake County, NC

**Classification 9044
Chemist**

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, shoes, non-permeable lab coats, masks