

JOB DESCRIPTION

Job Title: Laboratory Chemist
Reports To: Laboratory Director
FLSA Status: Exempt
Department: Laboratory
Date: August 7, 2025

Summary:

Prepare samples and perform qualitative and quantitative chemical and bacteriological analysis requiring intermediate laboratory skills meeting quality system and standard operating procedure requirements. Duties include quality control analysis, maintenance of environmental standards and equipment, and other work involving practical application of chemistry and related sciences.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepare and analyze water and wastewater samples by planning and executing laboratory tests according to procedures.
- Setup required laboratory equipment, materials, and supplies for conducting chemical tests.
- Verify and interpret data including recording data in the Laboratory Information Management System (LIMS).
- Monitor quality to ensure compliance with applicable regulatory regulations, standards, and specifications.
- Assist the QA Laboratory Technician in establishing procedures and good lab practices.
- Develop and maintain standard operating procedures for chemical testing.
- Coordinate, plan, and perform daily laboratory functions.
- Maintain, troubleshoot, calibrate, and sterilize equipment.
- Maintain the laboratory in a clean, safe, and organized manner.
- Identify new equipment needs, and research and develop specifications for instrumentation.
- Analyze root causes for problems and suggest corrective actions.
- Develop or revise the test analytical methods to ensure quality, productivity and consistency.
- Report equipment repair and maintenance requests in timely manner.
- Perform all necessary reporting.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's Degree (BS) in chemistry, biology, or other closely related field from an accredited four-year college or university including one semester of microbiology and two (2) years related experience and/or training.

Language Ability:

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, instruction manuals, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate geometrical factors such as proportions, area, circumference, and volume.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Database Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software, and Laboratory Information Management System (LIMS).

Other Knowledge, Skills, & Abilities:

None required for this position. Additional laboratory and safety training may be required.

Preferred Certificates and Licenses:

Texas Water Utility Association Level C Laboratory Analyst Certificate.

Certification as a Registered Environmental Laboratory Technologist.

Supervisory Responsibilities:

This position has no supervisory responsibilities. Must be capable of assuming supervisory responsibilities of Laboratory Director when he/she is absent or unavailable.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.