



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 766.1

Job Title: **CHEMIST I**

Pay Grade: 14

### **GENERAL SUMMARY:**

Performs entry-level chemical analysis according to clearly prescribed procedures and laboratory techniques.

### **RESPONSIBILITIES:**

- Performs chemical analyses of various materials and chemicals and physical analyses of food, drugs, wastewater, water and air pollution samples.
- Prepares standard solutions and reagents for use in chemical testing.
- Receives, logs and stores laboratory samples.
- Checks various test data; logs in test results for data reporting.
- Maintains supplies and cleans laboratory equipment.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Chemistry or a closely related field.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

### **JOB FAMILY:**

- Chemist I
- Chemist II
- Chemist III
- Chemist IV
- Laboratory Supervisor
- Laboratory Manager

*Effective: October 1990*

*Revised: March 2017*