CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 766.2

Job Title: **CHEMIST II**

Pay Grade: 17

GENERAL SUMMARY:

Performs technical chemical analysis according to clearly prescribed procedures and laboratory techniques.

RESPONSIBILITIES:

- Performs chemical and bacteriological analyses of various materials, chemical and physical analyses of food, drugs, wastewater, and water and air pollution samples.
- Prepares standard solutions and reagents for use in chemical testing and quality control activities.
- Receives, logs and stores samples for laboratory analysis.
- Checks test results; retests if necessary; interprets test results; prepares and distributes required reports.
- Maintains, troubleshoots and performs minor repairs on test equipment/instruments.
- Performs other technical assignments as required.
- Monitors performance of treatment plant and determines required chemical dosages.
- Carries out basic applied research assignments and writes technical reports of results.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Chemistry or a closely related field from an accredited institution.

EXPERIENCE:
One year of laboratory work experience is required.

SUBSTITUTION:
A Master's or Doctoral degree in Chemistry or a closely related field from an accredited institution may be substituted for the required experience.

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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs. 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
Revised: September 2023