



## Position Description

General Information	
<b>UW System Title:</b>	Chemist I or Chemist II
<b>UW System Code:</b>	HS048 or HS092
<b>Business Title:</b>	Environmental Chemist
<b>Supervisor's Business Title:</b>	Chemist Supervisor
<b>Hours/Shift/Work Schedule:</b>	7:45 am – 4:30 pm, Monday through Friday
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
<b>Principal Work Location:</b>	Main Campus
<b>Department:</b>	Center for Watershed Science and Education: Water and Environmental Analysis Laboratory
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Employee Category:</b>	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
<b>FLSA Status:</b>	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
<b>Date Created/Updated:</b>	8/14/2023
<b>Position of Trust:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the <a href="#">University of Wisconsin System Criminal Background Check Policy</a> .)	

### Department Description

The Water and Environmental Analysis Laboratory (WEAL) is a unit of the Center for Watershed Science and Education (CWSE) in the College of Natural Resources. The mission of the WEAL is to provide undergraduate educational opportunities for UWSP students, provide outreach education support to CWSE staff and the general public, and support or initiate research of pertinent surface and groundwater issues across the state of Wisconsin.

### Position Summary

The primary role of this position is to serve as an environmental chemist in the Water and Environmental Analysis Laboratory and provide expertise to analyze water samples using accepted methods. Techniques relevant to this position include flow injection chromatography, discrete colorimetry analysis, inductively coupled optical emission spectroscopy, inductively coupled mass spectroscopy, UV-Vis, fluorimetry, gravimetric analysis, and wet chemistry (pH, conductivity, titrations).

The person in this position will be expected to review and understand the regulations under which the laboratory maintains certifications. The person will be required to follow established methodologies and quality assurance protocols. The person must demonstrate professionalism and team skills within the workplace through their encounters with their directors, supervisors, coworkers, student analysts, and clients. Maintaining a willingness for continuous education by participation in appropriate professional development is expected. This non-tenure track academic staff position is funded by program revenue and functions under the supervision of a Chemist Supervisor.

<b>Primary Responsibilities</b> (as a guideline, use Job Responsibilities from Job Overview section of the <u>Job Library</u> and support using specifics of the position)		<b>% of Time</b>
<b>A. Chemist</b> <ul style="list-style-type: none"> <li>Perform analytical testing for chemical contaminants and characteristics in water within a Wisconsin DNR and DATCP certified laboratory.</li> <li>Provide appropriate oversight and review of data to ensure analytical quality.</li> <li>Work cooperatively with a team of chemists and staff within the organization to ensure quality, efficiency, and throughput.</li> <li>Maintain a safe working space and promote a culture of laboratory safety.</li> <li>Perform routine and non-routine maintenance of instrumentation.</li> <li>Utilize a laboratory information management system for workflow and data compilation.</li> <li>Develop, update, or improve methodologies to better serve our client testing needs.</li> </ul>		<b>80</b>
<b>B. Supervisor of Student Staff</b> <ul style="list-style-type: none"> <li>Train and supervise undergraduate student staff to assist with analytical work.</li> <li>Ensure compliance with testing protocols, quality control, and safety.</li> </ul>		<b>15</b>
<b>C. Educational Outreach</b> <ul style="list-style-type: none"> <li>Provide result interpretation and guidance to clients as needed.</li> </ul>		<b>5</b>

#### **Qualifications – Knowledge, Skills, and Abilities:**

##### **Required Knowledge, Skills, and Abilities**

- Bachelor's degree in chemistry, biochemistry, biology, natural sciences, or related field.

##### **Preferred Knowledge, Skills, and Abilities**

- Experience working within a Wisconsin DNR-certified, or industrial laboratory that conducts analytical testing of surface water, groundwater and/or drinking water
- Experience with operation and maintenance of instrumentation such as: flow-injected autoanalyzer, inductively coupled plasma spectrometer (ICP-OES or ICP-MS), total organic carbon analyzer, discrete analyzer
- Experience with good laboratory practices for operation, safety, and quality control.
- Experience with a laboratory information management system (LIMS)
- Analytical experience with nitrate, nitrate-nitrite, and nitrite nitrogen testing procedures or previous use of a Lachat QuikChem 8500 with Omnion software
- Familiarity with Microsoft product suite
- 1 – 3 years of work experience for Chemist I
- 3 – 5 years of work experience for Chemist II (advanced degree in lieu of experience considered)

#### **Other – Knowledge, Skills, and Abilities:**

- ☐ Job Requires Driving a State Vehicle
- ☐ Pre-employment Physical Assessment Required
- ☐ Pre-Employment Financial Check Required
- ☐ Independent travel is a core function of the job
- ☐
- ☐

#### **Physical Effort/Demands:**

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment Operated:</b>					
<ul style="list-style-type: none"> <li>Various computer systems and/or software, calculator, office copier, telephone, and other electronic office devices.</li> </ul>					
<b>Working Environment:</b>					
The noise level in the work environment is usually quiet.					

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date