

Job Title	Lead Chemist
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Lead Chemist, under general direction, researches, plans, and verifies methodologies for internal and external stakeholders. Performs chemical testing and surveillance analyses.

Essential Duties and Responsibilities

- Researches, plans, and verifies methodology for internal and external stakeholders. Performs chemical testing and surveillance analyses.
- Serves as team leader. Provides leadership and training in laboratory procedures and equipment to junior staff. Manages workload with input from team.
- May approve expenditures.
- Supervises sample preparation laboratories and equipment cleanup areas. Supervises associated personnel.
- Serves as Safety Officer.
- Participates in interviewing, selecting, and training new employees. Provides input for appraisals.
- Renews service contracts, coordinates service visits, and performs routine and preventive maintenance on laboratory equipment.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Chemistry, Microbiology, or Physical Science, or equivalent combination of education and experience.

Experience – Six years of related experience working in a laboratory.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of a wide variety of laboratory equipment, collecting samples, performing analyses, and chemical procedures. Knowledge of standard laboratory safety procedures.

Ability to – Ability to multitask and work cooperatively with others. Ability to communicate clearly and effectively to ensure understanding. Ability to perform and manage complex procedures.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here 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.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	