

WATER CHEMIST PROJECT LEADER

Recruitment #1706-1955DC-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-WATER QUALITY
Open Date	7/31/2017 11:00:00 AM
Filing Deadline	8/14/2017 11:59:00 PM
HR Analyst	Emily Keeley

INTRODUCTION

****THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE- WATER WORKS EMPLOYEES ONLY****

PURPOSE

The Water Chemist Project Leader works directly with the Water Quality Operations Manager to plan and coordinate programs, most notably all projects involving lead, in the analytical chemistry laboratory.

ESSENTIAL FUNCTIONS

- Plan, develop and implement new methodology for regulatory compliance and research purposes.
- Draft and review Standard Operating Procedures (SOP) for new methods, protocols and standard laboratory procedures.
- Operate, maintain and troubleshoot advanced instrumentation independently including gas chromatograph-mass spectrometer, inductively coupled plasma-mass spectrometer, ion chromatography, total organic carbon, ultraviolet-visible spectroscopy, fourier transform infrared spectroscopy, centrifuges, balance and other ancillary equipment.
- Analyze water samples from surface water, process water, finished water and tap water, especially lead samples, to prepare results for compliance, customer concern and research demands, and any other request that is within the scope of the Water Quality Section.
- Train and assist the water chemist staff in analytical proficiency of existing methods, troubleshooting, data processing, and reporting and QA/QC protocols.
- Ensure accuracy of test results by maintaining methods and instruments in optimal working order, and by checking that quality control procedures have been followed daily.
- Maintain a safe working environment and respond to emergency situations in the analytical chemistry laboratory section.
- Assume responsibility for designated programs in the analytical chemistry laboratory section in absence of the Water Quality Operations Manager.
- Assist in establishing work assignments, arranging duty schedules, training and continuing education for water chemist staff and interns.

Water Chemist Project Leader (DPW-Water)

- Work closely with Water Quality Operations Manager to fulfill timely submission of results and compliance paperwork per regulatory agencies mandates.
- Meet with the Water Quality Operations Manager and chemists periodically to help plan and coordinate section projects, and to assist in the initiation, development and establishment of new methods, projects and procedures.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Water Plant Section employees are considered “essential” and must report to work no matter the weather conditions or emergency event.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee -Water Works employee, having successfully completed a probationary period for a civil service position.
2. Bachelor of Science degree in chemistry from an accredited college or university.
3. Four years of laboratory experience in clinical, environmental, public health or private labs.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

DESIRABLE QUALIFICATIONS

- Master of Science degree in chemistry preferred.
- Two years of supervisory experience preferred.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of water sampling practices and procedures and ability to apply knowledge to practical use.
- Proficient in Microsoft Office particularly in the use of Access and Excel applications.
- Skilled in mathematical operations such as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

- Written communication skills required to author reports, business correspondence and procedure manuals.
- Verbal communication skills required to present technical information and respond to questions from managers, clients, customers and the general public.
- Leadership skills required to skillfully manage a staff of professionals and to manage multiple projects simultaneously.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to build and maintain good working relationships with a multicultural and multi-discipline staff, outside agencies and the public.
- Ability to maintain confidentiality and high ethical standards.

CURRENT SALARY

The current salary range (PR 2HN) for City of Milwaukee residents is **\$58,608 - \$76,806** annually and the non-resident salary range is \$57,170 - \$74,922 annually. *Appointment will be made in accordance with the provisions of the salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.