

## CHEMIST AIDE

### KIND OF WORK

Technical laboratory work performing routine chemical analysis and equipment adjustment.

### NATURE AND PURPOSE

Under immediate supervision, an employee in this class is responsible for performing routine chemical analysis and measurement within a laboratory setting in accordance with accepted scientific principles and practices. Makes observations and reports results to a Chemist, who directs work performed. Responsible for adjustment of standard laboratory apparatus and equipment, as well as for performing established calculations on standard laboratory data. Performs related work as required. This classification differs from higher level Chemist positions in the fact that it does not independently perform chemical laboratory experiments, being guided and directed at all times by a professional Chemist.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepare samples for analysis in accordance with established procedures so that samples are handled, stored, prepared, and disposed of efficiently and effectively by preparing samples in accordance with quality assurance and chain of custody protocols, using statistically correct methods of sampling to document procedures; making use of parameter lists as guidelines for sample selection; using supplies and equipment as needed to complete specified procedures; handling samples efficiently, storing them safely, and preparing them in a timely manner; providing support work such as cleaning glassware, media preparation, and planting according to priorities set by section supervisor.

Perform assigned chemical analysis or portions thereof required to support various analytical units, in accordance with established test procedures of the unit so that the analytical commitments of the unit can be met by following unit control procedures and protocol; using instrumentation as needed to complete assigned analysis; calculating and recording necessary quality control data, following documented procedures of the unit; calculating raw results from data and submitting them for review to unit leader; consulting with unit leader on any problems with quality control parameters; performing weighing standards as needed; providing analytical services, such as plating, streaking, transferring, reading cultures of microorganisms, performing can seam analysis, and sample extractions; assist in planting and purity analysis as requested by unit supervisor.

Maintain laboratory equipment and supplies so that supplies are ordered and available as needed for sample analysis and that equipment is adjusted and maintained as needed with all pertinent documentation for use in sample analysis by reporting equipment repair needs to supervisor; performing standard calibration of equipment used in sample analysis; ordering and maintaining inventories of laboratory supplies as assigned; documenting and maintaining a supply information system; maintaining sample preparation areas in a clean, orderly, and safe condition; monitoring and maintaining laboratory equipment, such as vacuum, compressed air, and reverse osmosis water; storing samples safely and efficiently; maintaining knowledge of operational principles of instruments used for sample analysis.

Serves the needs of department personnel, other agencies, and the public when these groups request services and information from the laboratory unit so that visitors and inspectors are greeted promptly and responded to in a professional, timely manner by assisting in keeping the area secure to all visitors during operational hours; observing all safety practices and policies for employees and visitors to the laboratory; providing prompt and courteous response to inquiries by telephone, in person, and/or by written correspondence as directed by the unit supervisor.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Principles, practices, procedures, and techniques of chemical laboratory analysis sufficient to perform routine chemical analysis in a timely and accurate manner.

Chemical laboratory equipment and supplies sufficient to maintain and make use of in accurately performing chemical analysis.

##### Skill in:

Use of measuring devices sufficient to calibrate and maintain laboratory equipment.

##### Ability to:

Understand and follow oral and written directions sufficient to carry out routine chemical analysis and submit written reports of results.

Est.: 06/40  
Rev.: 09/59; 08/91

TC:  
Former Title(s):