



NORTHEAST LABORATORY SERVICES

Job Description

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| Job Title: | CHEMISTRY ANALYST |
| Department: | Chemistry |
| Reports to: | Chemistry Laboratory Manager |
| Schedule: | Monday – Friday (or to be determined by Manager) & overtime as needed |
| FLSA Status: | Non-exempt |

Summary of Duties & Responsibilities:

Responsible for the timely and accurate analysis of specific analytes and associated recording and transcription of results and aiding with the daily operations of the chemistry department.

Essential Duties & Responsibilities:

- Coordinates the work schedules and the priority of analysis.
- Assures that identifying data has been properly transcribed into records.
- Performs method specific analysis as required.
- Assures that analyses have been completed within established hold and turn-around times.
- Assures that all associated analytical calculations are correct and that analyses or procedures have been performed according to NEL SOPs and method protocols.
- Identifies, document and corrects any data quality problems related to analyses.
- Ability to multi-task between running equipment, sample prep and data entry.
- Conforms to all Laboratory Quality Assurance Program guidelines.
- Recommends departmental purchases.
- Performs calibration and maintenance of equipment.
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

Physical Demands:

Must be able to lift 30 lbs and stand for long periods of time.

Equipment & Instruments Used:

Various assigned automated laboratory equipment.
Experience with ICP-MS and ICP-OES desired.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

- Education: BA/BS in math, biology, chemistry or related field. BS in chemistry preferred.
- Experience: Knowledge of analytical instrumentation preferred.
Knowledge of metals analysis preferred.
- Alternate: 1) AS in math, biology, chemistry or related field and two (2) years' experience in an environmental lab setting.
2) High school diploma and five (5)+ years' experience in an environmental lab setting.
- Other: Be able to work safely with chemicals.
Able to differentiate titration colors
Able to use analytical balance.
Able to follow written and oral instructions and perform basic math.
Must have legible handwriting.
Must have good mechanical and computer skills to include Word and Excel Programs.