

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

**(WATER/WASTEWATER DIVISION – COMPLIANCE & REGULATIONS – LOCATION - 700 WOODWARD AVE.)**

### **INORGANIC CHEMIST**

#### **SUMMARY OF DUTIES**

Reporting to the Superintendent of the Environmental Laboratory, the Inorganic Chemist will assume responsibility for the inorganic analytical work done by the laboratory including maintaining CALA and ISO 17025 accreditation requirements in the area of testing, monitoring compliance under the Drinking Water Protection Regulation (O. Reg. 170/03) and the Ontario Drinking Water Standards (ODWS), and ensuring adherence to QA/QC protocols of all related activities for internal and external clients.

Responsible for ensuring that inorganic analytical testing is provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Assist in the implementation of strategies to improve effectiveness and efficiency. Prepare and report on the inorganic section services against established benchmarks. Set above average standards, lead by example and function as mentor to the laboratory group.

Possess a demonstrated record of technical competence, customer focus, team advocacy, and be committed to excellence.

Possess a high level of personal integrity and be an excellent communicator.

#### **GENERAL DUTIES**

You will be responsible for performing inorganic environmental testing and monitor the effectiveness of the testing program to ensure service quality, and legislative compliance. Assist in the development of plans and policies for the Environmental Laboratory.

The Inorganic Chemist is accountable to the Superintendent of Environmental Laboratory for ensuring that inorganic analytical services meet accreditation requirements and that these are provided in accordance with City and Provincial guidelines.

Maintain a system that ensures adherence to Environmental Laboratory's protocols including workload management, quality assurance and application of the new methods. Set above average quality standards.

Ensure compliance with regulatory requirements of SCC/CAEAL (ISO 17025), and Ontario Drinking Water Protection Regulation (O. Reg. 459/00) and Ontario Drinking Water Standards (ODWS) and consistent with the City of Hamilton Mission and Vision.

Perform analysis for various pollutants in the area of inorganic chemistry. Develops related methods and procedures and ensure appropriate implementation following SCC/CAEAL, Ontario Drinking Water Protection Regulation (O.Reg. 459/00) and any other regulatory related requirements.

Ensures the uninterrupted and proper operation and maintenance of all instruments under the responsibility of the Inorganic Chemist.

Assist in the development, introduction of new equipment and other instrumentation.

Train and provides technical supervision in proper sample preparation and in the operation of equipment and instrumentation for inorganic testing.

Provide technical support to the organic section including analytical testing, if required.

Assist in the implementation of initiatives oriented to improve the effectiveness and efficiency of the Environmental Laboratory.

Prepare and report on the inorganic section's services against established benchmarks.

Provide leadership and technical direction to staff within the Laboratory, particularly in the area of inorganic chemistry.

Promote teamwork, integration and excellence within the Environmental Laboratory.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City and external technical groups.

Participate as a department representative on various technical committees as required.

Assist in the preparation of annual draft current and capital budgets with respect to inorganic testing expenditures.

Project expenditures and recommend changes where appropriate.

Work in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS:**

Bachelor's Degree in Chemistry or related Sciences with relevant work experience, or a Diploma in Chemistry or related Sciences with substantial relevant work experience, in environmental testing with emphasis on inorganic trace analytical testing.

Comprehensive experience, in the interpretation of inorganic analytical data applied to environmental testing, particularly water and wastewater treatment.

Demonstrated ability to perform testing, troubleshoot equipment, and train staff on Inorganic analytical methods.

Effective leadership, communication, presentation, interpersonal and organizational skills.

Ability to deal effectively with management, clients, peers, staff and the general public.

Thorough knowledge and understanding of methods, statutes, regulations and by-laws affecting the department/section.

Working knowledge of computer software applications for desk top and analytical purposes.