The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT___X___
NON-EXEMPT ___

POSITION DESCRIPTION

POSITION: LEAD CHEMIST

RESPONSIBLE TO: Aquatic Resources Director

SALARY: Step Range: 31-50; Full Benefits
Salary Range: $63,109 - $110,662
Hourly Range: $30.34 - $53.20

CLASSIFICATION: Professional/Management, Full-Time, Regular

FLEET CLASSIFICATION: This position is considered fully classified for Klamath Tribal members in accordance with the Klamath Tribes Administration Policies & Procedures Reporting and Recordkeeping for Fishing Rights-Related Activity.

LOCATION: Klamath Tribes Research Station
Natural Resource Department
5671 Sprague River Hwy.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Klamath Tribes’ Aquatic Resource Department operates the Sprague River Water Quality Laboratory (SRWQL), a facility using state of the art equipment and technology to perform quantitative analyses of water samples for many different constituents. The primary purpose of the Lead Chemist position is to supervise laboratory operations and employees of the SRWQL. Lab duties include supervising and conducting analyses using an Aquakem 250 discrete analyzer, a Turner Designs 10-AU fluorometer, and other lab instrumentation to quantify nutrient, chlorophyll a, and sediment concentrations using USGS, EPA and Standard Method protocols for surface water samples from rivers, wetlands and lakes. Lab work typically involves analyzing surface water samples, using
Laboratory Information Management System software, and evaluating and ensuring the quality of the results.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Supervise and implement the processes associated with achieving and maintaining lab certifications National Laboratory Accreditation Program), which involves instituting and operating under stringent laboratory standards maintaining the integrity and reliability of analytical procedures and products.

2. Perform normal management/administrative duties, such as maintaining an inventory system, ordering supplies on a timely basis, preparing invoices for clients, and scheduling laboratory work.

3. Select the methods and procedures appropriate to the various chemical and physical constituents analyzed in the SRWQL.

4. Select methods and procedures appropriate to obtain information requested from client’s chain of custody reports.

5. Supervise preparation of all reagents, quality control solutions and standards required for the analyses performed, as well as the calibration and maintenance of all lab equipment.

6. Supervise the Laboratory Information Management System software to track lab work flows, including sample handling, analysis, quality control, and reporting.

7. Supervise and apply Quality Assurance/ Quality Control (QA/QC) techniques to statistically evaluate the adequacy of sample preparation and analysis, and take appropriate remedial steps when such evaluations reveal problems.

8. Prepare written summary reports documenting analytical results, adherence to standard operating procedures, and the results of QA/QC evaluations.

9. Supervise training of laboratory personnel in a variety of analytical laboratory techniques.

10. Develop and maintain updated Standard Operating Procedures for new analytical procedures and/or for new constituents.

11. Exercise the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedule and priorities, assign and review work. Personally discuss with staff the progress or the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that
training opportunities are provided. Resolve complaints or minor grievances and advise employee on matters related to less than adequate performance. Keep employee informed of management policies and goals.

12. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Lead Chemist works under the direct supervision of the Aquatic Resources Director.

The Lead Chemist is expected to independently plan and carry out each assignment, and to handle problems or unusual events in accordance with previous training and accepted practices. Completed work is reviewed for technical soundness and conformance with the assignment requirements. The Lead Chemist will be expected to follow through and complete work based on prior experience, while completing the work as instructed. The Lead Chemist will directly supervise technical staff as necessary to accommodate project-specific assignments in accordance with policies and procedures adopted by the Aquatics Program.

KNOWLEDGE, SKILLS, ABILITIES

Professional knowledge of chemical principles and theories, and practical knowledge of and demonstrated skill with common chemical methods and procedures, and with calibrating and operating analytical instruments in assigned specialty areas sufficient to independently select and implement appropriate analytical methods and procedures.

Knowledge and ability to supervise and implement processes earning lab certifications and maintaining them over time.

Knowledge of chemistries involved in the quantitative analysis of the following constituents in water samples: ammonium, nitrite, nitrite + nitrate, total nitrogen, orthophosphate, phosphorus, silica, total suspended solids, chlorophyll a, and Microcystin.

Sufficient knowledge and skill to independently, chemically, analyze and test various substances to obtain valid and accurate results.

Ability to apply a thorough understanding of analytical, chemical, and instrumental theory and methodology in the analysis of routine and custom environmental samples in complex matrices.

Knowledge of and skill with using computers, including interfacing with analytical equipment, and using LIMS and MS Office software.
Knowledge of statistical quality control techniques, such as control charts, linear regressions, and process control.

Excellent analytical skills and ability to develop new methods for the lab, including writing Standard Operating Procedures (SOP's) and method validation reports.

Ability to supervise employees by assigning and reviewing work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor Degree in Chemistry, Environmental Sciences, or related field. (*Must submit copy of diploma or transcripts with application.*)

- **REQUIRED** to have a minimum two years of experience analyzing nutrient samples, including most of the following constituents in water, soil or other environmental samples: ammonium, nitrite, nitrite+nitrate, total nitrogen, orthophosphate, total phosphorus, silica, total suspended solids and chlorophyll a.

- **REQUIRED** to have a minimum of one year of supervision experience over a team, field crew, etc.

- **REQUIRED** to have computer experience; with the following computer software: Promium Element LIMS software, MS Office and work in a networked environment.

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience with lab certification procedures under the National Environmental Laboratory Accreditation, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT
This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes Application for Employment with all requirements and supporting documentation to:

The Klamath Tribes  
ATTN: Human Resource 
P.O. Box 436 
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.