



The Klamath Tribes

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Chiloquin, Oregon 97624

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OPEN: 08/29/23

CLOSE: Until

Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: CHEMIST

RESPONSIBLE TO: Lead Chemist

SALARY: Step Range: 19-38; Full Benefits
Salary Range: \$46,919 - \$82,273
Hourly Range: \$22.56 - \$39.55

CLASSIFICATION: Professional, Full-time, Regular

FRRA 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: The Klamath Tribes Ambodat Department
Sprague River Water Quality Lab
5671 Sprague River Highway
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Klamath Tribes' Ambodat 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 chemical and physical constituents. The primary purpose of the Chemist position is to assist the Lead Chemist in the day to day operations of the SRWQL. Work typically involves conducting analyses using lab instrumentation to quantify nutrient, chlorophyll *a*, microcystin, and sediment concentrations using USGS, EPA and Standard Method protocols for surface water samples from rivers, wetlands and lakes. Analytical equipment used includes: Fisher Thermo Gallery Plus (GP1) discrete analyzer, a Turner Designs 10-AU fluorometer, a Versa Max microplate reader, and Mettler Toledo analytical balances. Work flows are tracked using Laboratory Information

Management System software, and involve evaluating and ensuring the quality of the results to meet the most current quality standards of Oregon's Environmental Laboratory Accreditation Program (ORELAP).

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform water quality analyses on a variety of sample matrices, using an GP1 discrete analyzer, a Turner Designs fluorometer, a Versa Max microplate reader, and Mettler Toledo analytical balances.
2. Implement the methods and procedures appropriate to the various chemical and physical constituents analyzed in the SRWQL, under the ORELAP quality standards.
3. Prepare all reagents, solutions, and standards required for the analyses performed.
4. Monitor for atypical analytical test performance or results, and takes either prescribed corrective action or recommends options to the supervisor.
5. Apply Quality Assurance/Quality Control techniques to evaluate analytical results and sample preparation steps.
6. Use Laboratory Information Management System (LIMS) software to establish and monitor lab work flows, print reports, and ensure QA/QC performance.
7. Maintain daily log book records of lab activities, including: stepwise performance of each test or third-party check, subsequent response by the Chemist to QA/QC problems, and justification for entry of analytical data into the LIMS software.
8. Provide training of laboratory personnel in a variety of analytical techniques.
9. Assist Lead Chemist in developing Standard Operating Procedures for new analytical procedures and/or for new constituents, and refinement of existing procedures as needed.
10. Perform as the Lab Safety Officer when so assigned.
11. Perform supervisory responsibilities in the absence of the Lead Chemist, as directed.
12. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Chemist works under the direct supervision of the Lead Chemist who assigns analysis of particular constituents to the employee with instructions on the data quality needs for the analyses. The supervisor defines the overall objectives, priorities, and deadlines for the work;

however, the 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 Chemist will be expected to follow through and complete work based on prior experience, while completing the work as instructed.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of chemical principles, theories, and methods related to chemical and physical analysis of water samples.

Knowledge of the Laboratory's Quality System and the ability to perform the duties of the position in compliance with the Laboratory's Quality System.

Ability to analyze water samples for nutrients (total nitrogen, nitrate+nitrite, ammonia, total phosphorus, soluble reactive phosphorus), chlorophyll *a*, total suspended solids, turbidity, and similar constituents.

Ability to calibrate and operate analytical instruments such as GP1 discrete analyzers, Turner Designs fluorometers, and Mettler Toledo analytical balances.

Ability to prepare reagents, solutions, and standards for use in lab tests.

Ability to work safely with chemicals, and to follow applicable lab safety protocols.

Knowledge and ability to perform as Lab Safety Officer.

Knowledge and ability to correctly follow laboratory quality control and quality assurance procedures while documenting precision and accuracy.

Knowledge, skill and ability to use a LIMS system to initiate and track work flows.

Ability to undertake formal supervisory courses, as well as on-the-job supervisory training.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

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

- **REQUIRED** to have a minimum of one year demonstrated experience in water quality analysis and chemistry.
- **REQUIRED** to have experience with MS Office computer software. Experience in LIMS software is preferred.
- **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:

- A Bachelor's Degree in the chemical, environmental, biological sciences, physical sciences or engineering, with at least twenty-four college semester credit hours in chemistry and at least two years of experience in the environmental analysis of inorganic and organic analytes for which the laboratory seeks or maintains accreditation is preferred OR a Master's or Doctoral Degree in one of the above disciplines may be substituted for one year of experience.
- A minimum of sixteen college semester credit hours in chemistry AND at least two years of experience performing such analysis is 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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)