



Position Description

Position Title:	Analytical Chemist
Reports to:	Technical Lab & OEM Project Manager
Reports:	No Reports
FLSA:	Non-Exempt
Department:	Service Lab
Date:	02/21/23

Position Summary: This position requires analytical testing and analysis of both customer samples and production batch samples to collect data, determine composition, and make recommendations. This position requires the ability to use and maintain analytical equipment and develop testing procedures.

Essential Functions:

1. Use and maintain analytical equipment such as SEM, IC, ICP-OES, HPLC, X-Ray, FTIR and Torque Tension.
2. Conduct analytical testing of customer and potential customers' plating solutions, production batches and resale products.
3. Enter analysis testing into system and communicate to customers and prospective customers.
4. Work with Sales and Technical team on special projects regarding customer conversions and other customer needs.
5. Develop new and improve existing analytical methodology.
6. Perform routine hull cell testing.

Nonessential Functions:

1. Perform daily salt spray chamber collections and interpret results.
2. Perform calibration testing and reporting and routine maintenance on salt spray equipment according to ISO specifications.
3. Clean/Maintain laboratory equipment, glassware and surfaces.
4. Answer phones and other duties as assigned.

Competencies:

1. Strong analytical skills
2. Communication skills
3. Flexibility and adaptability
4. Works well in a team
5. Quality of work
6. Ability to multitask

Work Environment:

1. This position is performed in a laboratory setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Regular in person attendance is required with the ability to telework in special circumstances. Occasional overtime may be required.
2. Frequently this position will be required to walk into the plant, office and up or down stairs gather information or collaborate with other departments.
3. Proper personal protective equipment (PPE) should be worn at all times including safety glasses and steel-toed shoes. Position requires handling of hazardous chemicals.
4. Occasional domestic travel (less than 20%) may be required.
5. This position is salaried.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to transport objects, move about the lab, stand for extended periods, sit, bend, reach with hands and arms, ascend/descend stairs, push/pull, use hands, use analytical thinking, and observe, converse, and exchange information.
2. The employee must occasionally lift and/or move up to 50 pounds.
3. The noise level in the work environment is usually moderate.

Technical Expertise/Specialized Knowledge:

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Ability to use computer, copiers, fax machine and scanner is required.

Education and Experience:

1. Education: Bachelor's degree in Chemistry is required; A focus in Analytical Chemistry or a Master's degree in Chemistry is preferred.
2. Years of experience: Previous analytical laboratory experience or internship is preferred.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee's signature

Date

Manager's signature

Date