

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Associate Chemist	Level: 01
Title Code No: 21822	Annual Salary: \$50,623 / \$58,216 - \$75,083
Office Title: Associated Chemist I	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Bureau of Water Supply/ Water Quality	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Division of Distribution Water Quality Operations (DWQO) Distribution Laboratory, Lefrak Office, under supervision, the selected candidate will report to the Quality Assurance (QA) Supervisor in the Compliance Section of DWQO. The QA Officer for DWQO will assist in ensuring that the Distribution Laboratory remains in compliance with the New York State Environmental Laboratory Approval Program (ELAP) administered in accordance with directives of the National Environmental Laboratory Accreditation Conference (NELAC); will maintain documentation describing laboratory activities primarily focusing on the Wet Chemistry Section of Distribution Laboratory; assist with the implementation of the Division's overall QA program for Field and Laboratory staff; and participate in assessments of DWQO's current QA performance. Assessments will be made using technical audits, data reviews, document reviews, and preparation of blind QC samples. This will involve tracking corrective actions, performing audits or preparing test samples for any program within DWQO and performing training for laboratory and field staff in both QA procedures and ethics. Additional tasks will include drafting and revising analytical method standard operating procedures, drafting and documenting corrective actions, ensuring ethical behavior, documenting analyst training, and recording instrument maintenance and calibration; and assisting in developing and implementing the use of the Laboratory Information Management System (LIMS) system, specifically as it relates to QC procedures.

Qualification Requirements

A baccalaureate degree from an accredited college, including or supplemented by 16 semester credits in chemistry and 8 semester credits in any one or a combination of the following areas: chemistry, pharmacology, toxicology, environmental science, forensic science, or other natural science. **Special Notes:** Employees hired as Associate Chemist Assignment Level I must satisfactorily complete a probationary period of at least 24 months. This probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period. Upon satisfactory completion of one year of service and training in beginning level professional work in chemistry, Associate Chemist Assignment Level I will be assigned to perform the full range of work in chemistry appropriate to Assignment Level I and will receive the "after one year in title" salary rate.

Employees with one year of satisfactory, post-baccalaureate, full-time professional experience performing chemical or physical analyses in a laboratory may be hired directly at the "after one year rate" for Assignment Level I, at the discretion of the hiring agency.

Education may be substituted for experience on the basis of 30 graduate semester credits from an accredited college in any of the areas of study described in the qualification requirements above for one year of experience. However, all candidates must have a baccalaureate degree from an accredited college with the specialized credits as described above.

Essential Skills

Preferred Skills and Training:

Experience working in a NELAC Institute (TNI)-regulated environmental laboratory. Technical writing skills, thorough knowledge of applicable Federal and State regulations, a background in microbiology, chemistry and physics is required to understand and critique accredited drinking water testing methods, and basic knowledge of Microsoft Office suite software.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 3/23/2012	Post Until: 4/2/2012	JVN: 826-12-99620-WS
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The City of New York is an Equal Opportunity Employer