

Title: <b>Lead Chemist</b>	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Chemist III	Prior Effective Date: October 20, 2011	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for providing analytical chemical analysis of materials used in highway construction, maintenance and other Departmental operations.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Develop and qualify analysis of new methods or materials introduced for highway use.
- Conduct complex chemical analyses.
- Operate, maintain and verify accuracy of special laboratory equipment.
- Formulate reports from test results and analyze completed data to determine accuracy.
- Provide technical assistance in the interpretation/clarification of chemistry-related specifications and standards.
- Communicate information clearly and concisely, orally and in writing.
- Maintain proficiency in individual technical competencies for AASHTO Accreditation Program.
- Assist with training and provide direct assistance to Chemists.
- Evaluate testing and propose corrective measures.
- Effectively prioritize tasks while working with minimal supervision.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in chemistry. Three years professional laboratory experience in testing and analytical procedures and methods. Effective leadership and communication skills. Ability to lift 50 pounds with reasonable accommodation. Proficient in Microsoft Word and Excel. Ability to work with minimal supervision.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

