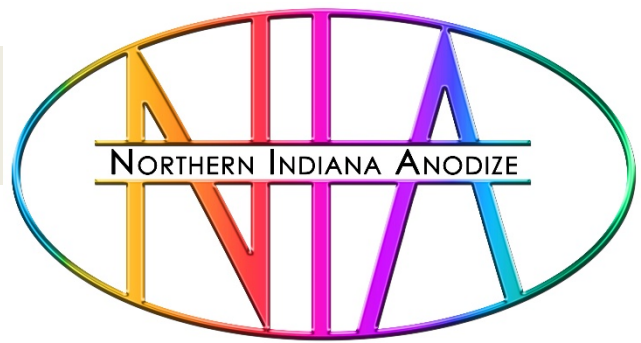


# Job Description



## Chemical/Wastewater Team Lead

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- 1.) Conduct qualitative and quantitative chemical analyses or experiments in laboratory for quality, process control, and continuous growth.
- 2.) Conduct basic chemical titrations to keep all chemical tanks within the specified range of chemical concentrations, and aluminum content.
- 3.) Insure wastewater is properly treated and disposed of according to all regulations, and efficiently as to not slow down or hurt the quality of production.
- 4.) Monitor and complete all appropriate reporting per IDEM requirements for air and wastewater permitting.
- 5.) This is a list of typical job duties, but all NIA team members will be expected to help out in all areas of the company to ensure the best possible experience for our customers, co-workers, and ownership.

## Basic Skills

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- Using scientific rules and methods to solve problems.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using mathematics to solve problems.
  
- Managing one's own time and the time of others.
  
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## Technical Skills

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- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Determining causes of operating errors and deciding what to do about it.
- Determining the kind of tools and equipment needed to do a job.
  
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

# Desktop Computer Skills

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- **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

# Tasks

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- Conduct quality control tests.
- Maintain laboratory instruments to ensure proper working order and troubleshoot malfunctions when needed.
- Prepare test solutions, compounds, or reagents to conduct tests.
- Evaluate laboratory safety procedures to ensure compliance with standards or to make improvements as needed.
- Compile and analyze test information to determine process or equipment operating efficiency or to diagnose malfunctions.
- Write technical papers or reports or prepare standards and specifications for processes, facilities, products, or tests.
- Develop, improve, or customize products, equipment, formulas, processes, or analytical methods.
- Direct, coordinate, or advise personnel in test procedures for analyzing components or physical properties of materials.
- Communicate shortage of laboratory supplies, such as chemicals, when supplies are low or near their expiration date.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
  
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.