



POSITION DESCRIPTION

POSITION TITLE: Chemist
DEPARTMENT: R&D

FLSA STATUS: Exempt

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Senior Chemist

POSITIONS SUPERVISED: None

POSITION PURPOSE

This individual is responsible for the development and testing of floor care product systems for retail floor products. Responsibilities will specifically be focused on meeting production requirements while creating, analyzing and maintaining high quality products. This individual is highly knowledgeable in the testing of retail products. This individual is responsible for providing input to the Director of R&D and contributing to a positive work environment.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. B.S. degree with a science major (Chemistry preferred)
 2. Minimum of 3-10 years' experience in large consumer/retail product development role
 3. Knowledge of Desktop Analytics
 4. Analytical chemistry and instrumental analysis or experience (preferred)
 5. Excellent communication and interpersonal skills, works independently, displays initiative and solves problems with proficiency.
 6. Strong troubleshooting skills that can be utilized in the daily work, be able to work independently, display initiative, and demonstrate a problem-solving approach.
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JOB DUTIES:

1. Quantitative and qualitative testing of existing and new product systems and assist R&D chemists with analysis.
2. Maintain and develop industry test methods in cleaning HI&I, wood flooring, synthetic flooring and concrete flooring standards.
3. Conduct competitive product evaluations and benchmarking of relevant products.
4. Perform and clearly report qualitative tests such as adhesion, chemical resistance, and scuff resistance and appearance.
5. Maintain and upgrade as needed laboratory analytical equipment.
6. Evaluate new and existing specialty chemicals and polymers for suitability in development projects.
7. Evaluate competitive and internal products to assist sales, product management and marketing claims for global products.

8. Develops mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
9. Drives strict adherences to Standard Operating Procedures.
10. Keep the production and QC areas clean and adheres to the 5'S Housekeeping Standards
11. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
12. Other duties as assigned – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Adaptability** - Utilizes a flexible approach or method to best match the environment, situation, or person. Manages competing demands and is able to adapt quickly and positively to frequent changes, delays, or unexpected events.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Versatility** – Seeks out and adapts well to new or multiple roles or responsibilities within the organization. Maintains composure and remains effective when dealing with frequent job changes, unexpected disruptions, working with conflicting, delayed, or unclear information.

9. **Analytical** - Synthesizes complex and diverse problems or information in order to systematically identify the cause of the problem, collects and researches data, analyzes the complex data, and offers recommended solutions. Designs, implements, utilize workflows, processes, procedures, and systems, and align areas of responsibility with the organization's objectives to achieve results.
10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
11. **Facilitation** - Facilitates the actions, decisions, and opinions of others in a positive direction and clarifies terminology and concepts to gain understanding from the group.
12. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
13. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary standing position 50% of the time.
2. Must use dexterity to handle small vials, tubes and delicate lab equipment.
3. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
4. Must be able to physically run all lab equipment and machines within the Lab.
5. Must be able to position self to reach all areas of lab equipment, including under and above.
6. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
7. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in a chemical lab environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using lab equipment, which generally entails regular and repetitive motions along with exposure to loud noises and chemical material. All safety procedures should be adhered to in these situations.

3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

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