



POSITION DESCRIPTION

TITLE:	Associate Chemist	CLOUD TITLE:	R&D-Associate Chemist
GRADE:	USA.16.S	LOCATION: Home Office Employee <input type="checkbox"/>	USA CT Hartford
DIVISION/GROUP:	PMD	INCENTIVE PLAN:	SWC.CIP5..
INCUMBENT:	N/A	PREPARED BY / DATE:	Mark Wasil/ 07/10/2023
REPORTS TO:	Mark Wasil	APPROVED BY / DATE:	Jermaine Morris 9/5/2023

Individual Contributor ☒

Manager of Others ☐

Manager of Managers ☐

CORE RESPONSIBILITIES AND TASKS

This Protective & Marine R&D Associate Chemist on the Flooring Coating's team will be responsible for completion of Development and Commercialization activities for the United States and Canada. The associate chemist position is accountable for providing timely and accurate solutions to multiple company problems of low to moderate complexity. Primary responsibilities include leading & supporting projects in the areas of quality support for current product lines and continuous improvement initiatives, technology transfers, and raw material support. Additional responsibilities include collaborating with P&M technical team to support development and commercialization of new technologies.

- Designs and executes experiments, draws conclusions, and makes recommendations with support
- Maintaining accurate and detailed documentation of lab work and providing written updates and presentation of technical materials.
- Communicates with other departments/functions and is developing a network of resources.
- Function under supervision, able to design experiments with support and write reports with limited review
- Accountable for contributing solutions to projects
- Communicate detailed ideas concisely through written communication by writing technical reports.
- Comply with and displays knowledge of all safety and security regulations and maintain a clean work area
- Travel for technical conferences and product commercialization support
- Provide outside customer service
- Adhere to company safety standards at all times
- Additional duties as assigned
- Adheres to quality standards in accordance with the Global Business Management System

DIMENSIONS

1. REQUIRED DIMENSIONS:

Facility Type: Union ☐ Non-Union ☒

Contacts: Internal ☒ Vendors ☒ Colleges/Universities ☐ Recruiters ☐ Job Applicants ☐

Internal contacts: cross divisional R&D, sales, marketing, corporate regulatory, Legal, EHS

of Employees Supported: 0

of Direct Reports: 0

Geographic Regions Supported: US, Canada

Decision Making Authority:

This position has the decision making authority to support project teams and to perform projects as assigned by his/her manager.

POSITION REQUIREMENTS

1. FORMAL EDUCATION:

a. Required:

- BA/BS Degree in Chemistry, Chemical Engineering, or Material Science, or BS/BA degree – Science, non-Chemistry plus 2 semesters of General Chemistry and 2 semesters of Organic Chemistry

b. Preferred:

- NA

2. KNOWLEDGE & EXPERIENCE:

a. Required:

- Internship or co-op in coatings related industry

b. Preferred:

- 1 – 3 years industrial coating experience

3. PHYSICAL REQUIREMENTS:

Please check all that apply and fill in all required blanks.

☒ Must be able to sit, stand, hear, and see on a constant basis.

☒ Must be able to walk, write, and type on a frequent basis.

☒ Must be able to lift and carry up to 50 pounds.

☒ Must be able to climb and descend stairs.

☒ Must be able to bend, carry, reach, push, and pull on an occasional basis.

☒ Must be able to communicate verbally and in writing.

☒ May work indoors and outdoors as needed. Exposure to heat up to 120 degrees and cold to 0 F degrees.

☒ May work in areas where noise level is such that hearing protection is required.

☒ May work in areas where toxic, flammable, and hazardous materials are present.

☒ May be exposed to varying amounts of dust and dirt.

☒ Work surfaces may include concrete.

☒ Employee must be able to tolerate non-toxic paint odors and be able to wear a respirator as required.

☒ Employee must be able to operate a computer and communicate via telephone.

☒ Some travel to other locations, meetings and/or seminars is required.

4. TECHNICAL/SKILL REQUIREMENTS:

a. Required:

- Good organizational and communication skills, both verbal and written
- Some project management skills
- Familiarity with application and troubleshooting of industrial coatings.
- Practical understanding of spectral measurement data
- Computer knowledge for basic inputting, communication, and data analysis
- Math knowledge
- Analytical chemistry and the ability to extend it beyond the realm of coatings
- Proven problem-solving and decision-making ability.
- Ability to adapt and change quickly in response to new situations/demands.
- Good organizational and communication skills.

b. Preferred:

- Statistics and data analysis background
- Experience in liquid coatings including WB acrylics, 2K Epoxy and Urethane technologies
- Creative thinking

5. TRAVEL REQUIREMENTS:

0% ☐

10% ☐

20% ☒

30% ☐

40% ☐

50% or more ☐

6. **DECISION MAKING AUTHORITY:**

(Types of problems this position has authority to resolve; types that need to be referred to the supervisor for resolution or approval of the positions recommendation; authority position has for hire/fire, capital expenditure, purchasing materials, salary action, etc., existence of policy/procedure governing the position.)

- Defines project scope and technical approaches
- Develops technical studies and derives conclusion
- Makes recommendations on expenditures for equipment, materials and external testing
- Provides technical recommendations to Marketing

7. **CONTACTS INSIDE/OUTSIDE ORGANIZATION:**

(Identify significant contacts both with other organizational areas and outside; frequency and purpose, job related external organizations, etc.)

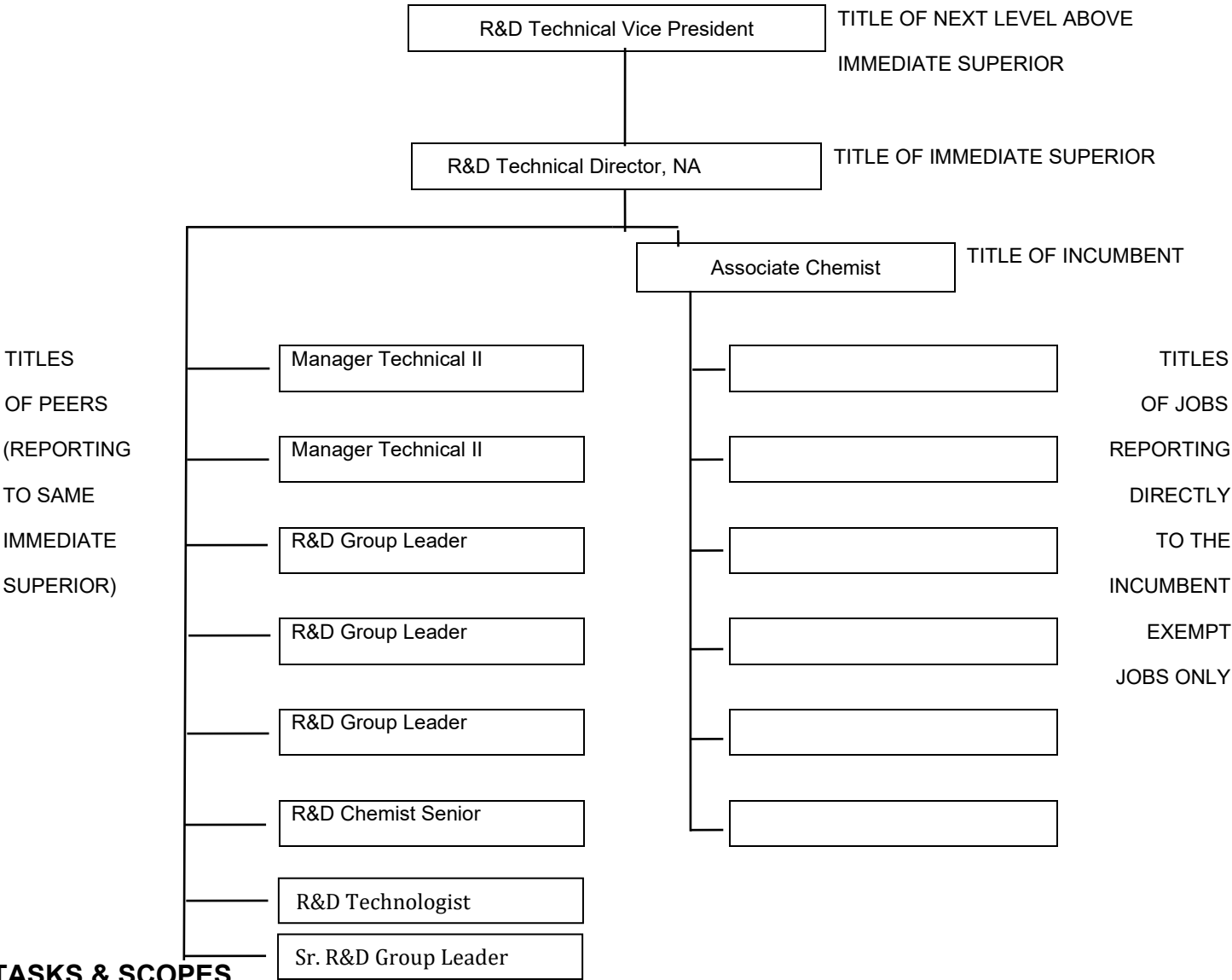
- Organizational area with frequent contact include: Analytical, Physical Characterization, Technology, Polymer, and Marketing.
- Outside area contacts include supplier/vendors. Manufacturing and Independent testing lab.

SYSTEM ACCESS (THIS SECTION IS TO ASSIST IT AND OTHER DEPARTMENTS IN SETTING ACCESS TO SYSTEMS ON A TIMELY BASIS. PLEASE LIST THE SPECIFIC SYSTEMS THIS PERSON WILL BE USING)

Systems: Product Vision, Navigator, Kronos, Concur, On Base, Office 365

ORGANIZATIONAL POSITION LOCATION

THIS POSITION REPORTS TO: R&D Technical Director, NA
(JOB TITLE OF SUPERIOR)



TASKS & SCOPES

Project Management

- Establishes clear and well documented project requirements with Technical Manager, Product Manager and Marketing Champions. Utilizing agreed upon product profiles for new developments.
- Completes project plans at the start of major projects.
- Reviews projects in Navigator/OnBase systems on a weekly basis to ensure well written updates are completed.
- Ensures up to date stage gate documents, project summaries, stakeholder meeting notes & action items, reports, project plans, email correspondence and other relevant documentation are being maintained in Navigator.
- Reviews Navigator project metrics, including timelines, man-hrs, and current status to ensure goals are being met. All revisions are well documented for reason for change.
- Provides timely, well written monthly group reports to Technical Manager by the 20th day of the month.
- Ensures that closing reports are completed for all projects over 80 hrs.

Communication

- Explains complex ideas at a level appropriate to an audience that may be in a group setting and a variety of cultural backgrounds through interacting with all internal departments, control labs, product managers, market directors, business development managers, engineers, contractors, customers, HEARS, management, various SW sites, purchasing, suppliers, technical centers, trade organizations and other companies on joint projects. Even though this is a broad group of interactions their main communication is focused on a particular group of people. This position also gives stage-gate reviews, manufacturer presentations, customer presentations, and quarterly presentations. Leads group meetings, project updates, vendor meetings, and networks, as needed, with coworkers who have expertise in various areas
- Communicates detailed ideas concisely through written communication by writing e-mails, technical reports, data reports, analytical reports, project plans, stage-gates reviews, six sigma reports, meeting minutes and completes patent applications, patent disclosures, and ROI's
- Gives monthly updates to group leader/manager, etc.

Planning and Organizing

- Plans others schedules—mentorees, interns, etc.
- Delegates tasks to others
- Prepares plans for projects or major assignment
- Keeps organized
- Keeps group member focused on task
- Meets required deadlines
- Creates own filing system (keeping track of own records)

Decision-making

- Establishes own timeline by required due date
- Estimates manpower
- Analyzes data using statistics to make decisions
- Anticipates market trends and the consequences of their decisions
- Specifies new equipment

Work Standards

- Exemplifies, and is recognized as a true technical professional within their own division
- Acts as a resource and influences employees in one's own department and other departments
- Documents and maintains an up-to-date notebook for all formulation processes.
- Shows responsibility and accountability for all aspects of work
- Reviews proposals submitted by vendors for feasibility or workability
- Critiques own performance as a means of self-improvement
- Follows standards of excellence by following all ISO procedures and performing Institutional Test Methods according to set standards, approving formulas in Product Vision/costing formulas in Product vision and ensuring all the proper documentation is completed
- Reviews products or materials for quality by developing products, evaluating raw materials, maintaining material quality, responding to product problems (corrective actions), complying to all reformulating requirements (environmental, marketing, etc.), and continuously improving SW products (either through cost, quality, etc.)
- Has the ability to independently lead projects and groups with limited direction from a manager and updates their manager on work progress

Initiating Action

- Suggests ways to solve problems and improve products and procedures

Adaptability

- Able to adapt and change quickly in response to new situations/demands
- Always prepared (ex. walk in and asked to present in 20 minutes and you are able to)

Contributing to team success

- Demonstrates a personal commitment to the team by helping/assisting coworkers as needed
- Maintains interpersonal relationships and works well with wide range of personalities
- May supervise any lower level employee
- Mentors or train new employees and may be seen as a role model for all lower level employees
- Can perform as a team or project leader of small groups of high technical or commercial profile with

- related market or technology functions
- Provides significant technical input to one or more projects
- Possesses a proven list of technical contributions of commercial benefit to the company

Innovation

- Suggests new ways to apply existing knowledge by changing/developing new test methods to fit a particular project
- Demonstrates innovation, and initiative in developing new project proposals, and R&D programs of key technical and commercial significance
- May identify, recommend or lead strategic projects, and assess technologies related to a specific project, and/or build relationships with collaborative partners
- Creates/develops new test methods, test plans, inventions, and formulas
- Develops/uses/interprets DOE's

Safety Awareness

- Complies with, and displays knowledge of, all safety and security regulations
- Maintains a clean work area
- Recommends and/or improves safety or security procedures

Continuous Learning

- Continuously learns and expands knowledge
- Demonstrates knowledge of instrument capabilities/limitations
- Shows complex and creative problem solving abilities
- Shows technical creativity and writing abilities

Stress Tolerance

- Effectively deals with ambiguous situation

COMPETENCIES

(Do not edit the competencies below as this template has been updated for the appropriate competencies for the job family and pipeline level)

Earning Trust

Gaining others' confidence by acting with integrity, communicating transparently, and following through on commitments; treating others and their ideas with respect and supporting them when faced with challenges. Earning Trust supports our business driver of Building a High Performance Culture.

Key Actions

1. **Acts with integrity**—Demonstrates honesty; keeps commitments made to others; behaves in a consistent manner; keeps sensitive information confidential; adheres to moral, ethical, and professional standards, regulations, and organizational policies.
2. **Communicates transparently**—Shares thoughts, feelings, experiences, and rationale so that others understand personal positions and feel comfortable sharing similar information; admits mistakes.
3. **Remains open to ideas**—Listens to others and objectively considers their ideas and opinions, even when they conflict with own.
4. **Values others**—Gives credit to others for their contributions; supports others and their ideas when faced with challenges; shows empathy and offers reassurance in response to others' concerns; treats people with dignity, respect, and fairness.

Customer Orientation

Placing a high priority on the internal or external customer's perspective when making decisions and taking action; implementing service practices that meet the customers' and own organization's needs. Customer Orientation supports our business driver of Increasing Financial Performance.

Key Actions

1. **Seeks to understand customers**—Actively gathers information to understand customer circumstances, problems, expectations, and needs.
2. **Recognizes customer service issues**—Identifies barriers that impact customer service and retention; communicates concerns and recommendations to others.

3. **Implements customer-focused practices**—Uses understanding of customer needs and the organization's customer service practices to set priorities, make decisions, and take actions that create customer satisfaction and prevent service issues from occurring.
4. **Checks for customer satisfaction**—Follows up to ensure intended actions are accomplished and results are achieved; checks for customer satisfaction and seeks suggestions for improvement.

Teamwork

Working cooperatively in partnership with others to help a team or work group achieve its goals. Teamwork supports our business driver of Building a High Performance Culture.

Key Actions

1. **Contributes to goal accomplishment**—Makes suggestions, volunteers assistance, offers resources, or removes obstacles to help the group achieve its goals.
2. **Asks for help and encourages involvement**—Leverages others' skills and gains their support by asking for their ideas, opinions, and participation when solving problems, making decisions, and executing plans.
3. **Informs others on team**—Shares important or relevant information and rationale with others; summarizes to check understanding.
4. **Models commitment**—Adheres to the work group's expectations and guidelines; fulfills team or work group responsibilities; demonstrates personal commitment to group goals.

Managing Work

Effectively managing one's time and resources to ensure that work is completed efficiently. Managing Work supports our business drivers of Executing a Competitive Strategy and Driving Efficiency.

Key Actions

1. **Prioritizes** — Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
2. **Makes preparations** — Ensures that required resources are in appropriate locations so that own and others' work can be done effectively.
3. **Schedules** — Effectively allocates own time to complete work; coordinates own and others' schedules to avoid conflicts.
4. **Leverages resources** — Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently.
5. **Stays focused** — Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion; follows up promptly on action items.
6. **Ensures high quality**—Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected; works to overcome obstacles to completing tasks or assignments.
7. **Takes responsibility**—Accepts responsibility for outcomes (positive or negative) of one's work; admits mistakes and refocuses efforts when appropriate.

Decision Making

Identifying and understanding challenges and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with facts and optimizes probable consequences. Decision Making supports our business driver of Driving Efficiency.

Key Actions

1. **Identifies problems and opportunities**—Recognizes problems and opportunities and determines whether action is needed.
2. **Gathers information**—Recognizes the need for and collects information to better understand problems and opportunities.
3. **Interprets information**—Integrates information from a variety of sources to detect trends, associations, and cause-effect relationships.
4. **Generates alternatives**—Creates relevant options for addressing problems and opportunities that will achieve desired outcomes.

5. **Evaluates alternatives and risks**—Assesses options against clear decision criteria while considering implications and consequences.
6. **Chooses an effective option**—Selects the most viable option from a set of alternatives.
7. **Commits to action**—Implements decisions or initiates action with appropriate urgency.
8. **Considers others' perspectives**—Involves others throughout the decision-making process to obtain better information, generate alternatives, and ensure buy-in to the resulting decisions; builds consensus when appropriate.

Adaptability

Maintaining effectiveness when experiencing changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful. Adaptability supports our business driver of Driving Efficiency.

Key Actions

1. **Tries to understand changes**—Actively seeks information (from coworkers, leaders, customers, competition, technologies, and regulations) to understand the rationale and implications for changes.
2. **Approaches change with a positive mind-set**—Treats new situations as opportunities for learning or growth; actively seeks to identify and communicate the benefits of changes; collaborates with others to implement changes.
3. **Adjusts behavior**—Quickly modifies daily behavior and tries new approaches to deal effectively with changes; does not persist with ineffective methods; leverages available resources to ease transition.

Innovation

Creating innovative solutions with measurable value for existing and potential customers (internal or external); experimenting with new ways to solve work problems and seize opportunities that result in unique and differentiated solutions. Innovation supports our business drivers of Increasing Financial Performance and Executing a Competitive Strategy.

Key Actions

1. **Seeks to understand existing perspectives**—Asks questions to understand current practices and the customer's experience before moving to problem solving; seeks to understand and experience the full array of stakeholders' (e.g., internal partners, suppliers, customers) behavior, needs, concerns, and desires to unlock new opportunities for innovation.
2. **Challenges current thinking**—Explores alternative ways to view and solve problems and achieve results; leverages innovation tools, creative processes, and diverse cross-functional experts to generate ideas; combines ideas in unique ways; makes time to incubate ideas; thoughtfully evaluates alternatives, and then selects the best ideas for experimentation.
3. **Experiments to learn**—Tries unique ways of doing things and tests promising ideas; takes advantage of opportunities to try out new solutions without close supervision; takes risks in the interest of finding a better way; learns from mistakes to refine ideas.
4. **Takes action on ideas**—Communicates potential benefits of new ideas to stakeholders; identifies resources and support needed; commits to an action plan to implement new ideas.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, success profile characteristics or qualifications required of employees assigned to this job. Management retains the discretion to add to or change the duties of the position at any time.