



Job Classification Description

CHEMICAL HYGIENE OFFICER/LABORATORY MANAGER/CSC

VSC UP – PAT Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To coordinate, maintain, and supervise the natural science labs and to serve as the College Chemical Hygiene Officer.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Supervise/carryout the activities of the Chemical Hygiene Plan (C.H.P.)to maintain compliance with Federal and State requirements and to provide necessary protections for college administrators, faculty, staff,. and students in compliance with Vermont Occupational Safety and Health Administration (VOSHA) Standard 29 CFR 1910.1450 (e) (vii), including maintaining and distributing current information regarding legal requirements associated with chemical and biological hazards in the workplace.
- Oversee all Chemical Hygiene activities for academic affairs areas, including: performance and documentation of air quality, water quality and permissible exposure limit testing; scheduling interviews and building evaluations with engineers, scientists, government officials, etc. perform and document routine monitoring and inspections of academic environments for compliance; establish timelines for completion of compliance related activities; consult with parties involved with equipment installations to insure compliance with VOSHA standards; develop and implement appropriate chemical hygiene policies and practices.
- Supervise/carryout the physical set-up and preparation of equipment and materials needed for specific labs, as well as return of equipment and materials to storage/storage following labs, and related clean-up tasks.
- Supervise student lab assistants.
- Perform a wide variety of technical tasks associated with lab equipment and facility maintenance, such as equipment cleaning, calibrating, trouble- shooting, repairing, replacing parts, and the like. Organize and maintain supply stockrooms. Take materials inventories.
- Order lab equipment, materials, and chemicals; maintain an inventory for equipment, materials and chemicals; process and maintain required budget requests and records; research available sources for equipment and materials; meet with sales representatives; and perform related purchasing functions.

Chemical Hygiene Officer

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- Assist faculty in conducting and supervising labs; provide instruction or training workshops on practical and regulatory aspects of safety and health in a studio/laboratory setting.
- Assist with/carryout the design and testing of new labs and equipment.
- Develop, implement and maintain a hazardous waste reduction program. Manage the purchase, storage and disposal of all hazardous materials including arranging proper temporary storage and maintaining required records..
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Associate Dean of Academic Affairs.

SUPERVISION EXERCISED

Partial administrative and functional supervision of several student lab assistants.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate science discipline, plus one to two years of relevant technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong academic background in the specific discipline of assigned lab(s), with good technical lab skills, including some relevant skills in equipment maintenance and repairs.
- Thorough knowledge of laboratory chemicals and chemical hygiene practices.
- Good basic administrative and supervisory skills.
- Good basic teaching and informal advising/coaching skills desirable.
- Ability to deal effectively with faculty in planning and coordinating labs.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

9/96