



VERMONT STATE COLLEGES

Job Classification Description

HUMAN ANATOMY AND PHYSIOLOGY LAB INSTRUCTOR/MANAGER CHEMICAL HYGIENE OFFICER VSC – UP PAT BARGAINING UNIT

**GRADE 12
EXEMPT**

BASIC FUNCTION

To teach, coordinate, maintain, and supervise Human Anatomy and Physiology laboratories and to serve as the College Chemical Hygiene Officer.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

Human Anatomy and Physiology Laboratory Instructor/Manager Duties:

- Position responsibilities shall consist of 80% overall total job description duties and will be concentrated during the academic year.
- Provide instruction for five (5) Anatomy and Physiology laboratory classes per week. Provide grading for specific classes.
- Supervise/carry out the physical set-up and preparation of equipment and materials needed for specific Anatomy and Physiology labs, as well as return of equipment and materials to storage following labs, and related clean-up tasks.
- Establish and maintain consistent office hours of at least six hours per week in order to be available to students and faculty.
- Maintain consistent schedule of arriving and being present in department at least thirty minutes prior to class and/or lab.
- Maintain regular and consistent communication with department faculty.

Chemical Hygiene Officer Duties:

- Position responsibilities shall consist of 20% overall total job description duties and will be concentrated during the non-academic year, some of which to be performed during the summer.
- Supervise/carryout the activities of the Chemical Hygiene Plan (C.H.P.) to maintain compliance with Federal and State regulations 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; perform and document routine monitoring and inspections of academic environments for

- compliance; establish timelines for completion of compliance related activities; develop and implement appropriate chemical hygiene policies and practices.
- Maintain records of chemical inventories during the prior year to be combined with Physical Plant's inventory necessary for annual reporting, including, but not limited to assisting with: Annual Air Pollution Control Permit, Annual Tier II report for Emergency Planning and Community Right to Know Act, Solid and Hazardous Waste Management Plan, Spill Prevention Control and Countermeasure Plan (SPCC Plan), and Storm Water/Waste Water Plan.
 - Participate in the campus Emergency Planning and Community Right-to-Know Act reporting process.
 - Participate as active member on College's Safety Committee.
 - Organize and maintain supply stockrooms. Take materials inventories.
 - Maintain an inventory for chemicals.
 - Provide training on practical and regulatory aspects of safety and health in a studio/laboratory setting. Provide Hazard Communication Training to all new employees. Provide Hazard Communication Refresher Training to specific employee groups. Maintain documentation of training for all employees.
 - Develop, implement, and maintain a hazardous waste reduction program. Manage the acquisition, storage and disposal of all hazardous materials, including arranging proper temporary storage and maintaining required records.
 - Supervise chemical hygiene officer's student assistants.

Combined Position Responsibilities:

- Perform other related duties as assigned.
- With this full-time 37.5 hour position, flextime can be arranged with consultation and approval of both supervisors.
- Other outside college activities may be pursued with supervisor's consent.

SUPERVISION RECEIVED

- The Academic Dean, with consultation and input provided by the Natural Sciences department chair, provides supervision for Laboratory Instructor/Manager job portion.
- The Director of Physical Plant provides supervision for Chemical Hygiene Officer job portion.

SUPERVISION EXERCISED

Partial administrative and functional supervision of chemical hygiene officer's student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate science discipline with a Master's degree preferred, plus one to two years of relevant technical experience, or a combination of education and experience from which comparable knowledge and skill are acquired.

- Strong academic background in biology, including the specific discipline of human anatomy and physiology, and good technical lab skills, including some relevant skills in equipment maintenance.

- Thorough knowledge of laboratory chemicals and chemical hygiene practices.
- Excellent teaching skills desirable.
- Ability to work effectively with faculty in planning and coordinating labs.

This general outline illustrates the type of work that 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.