



Job Classification Description

LABORATORY TECHNICIAN/CHEMICAL HYGIENE OFFICER

Grade 11

VSC UP – PAT Bargaining Unit

Exempt

BASIC FUNCTION

To maintain and supervise use of science labs for basic undergraduate science courses and to serve as the College Chemical Hygiene Officer.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- 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/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 staff and students.
- Train faculty, staff and students in chemical hygiene as appropriate under the C.H.P.
- Supervise student lab assistants.
- Perform a wide variety of technical tasks associated with lab equipment and facility maintenance, such as equipment cleaning, calibrating, troubleshooting, repairing, replacing parts, and the like. Organize and maintain supply stockrooms. Take materials inventories. Carry out proper storage and removal of hazardous waste materials, and maintain required records.
- 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.
- Assist faculty in conducting and supervising labs, explaining and demonstrating new techniques, assisting students with procedures or projects, ensuring proper use of equipment/materials, and so forth. Assist in administering and grading lab quizzes and exams, evaluating lab manuals, and the like.
- Assist with/carryout the design and testing of new labs and equipment.

SUPERVISION RECEIVED

General supervision is received from the Dean of Academic Affairs or other senior staff or faculty member.

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.