



JOB DESCRIPTION

TITLE: *Chemical Hygiene Office/Laboratory Technician*

COLLEGE/SCHOOL/DEPT: *College of Arts &*

DATE PREPARED: **March 25,**

Sciences **REPORTS TO:** **Science Department Chair**

2022 FLSA: **Exempt**

POSITION SUMMARY:

The HU Chemical Hygiene Officer (CHO) is designated to oversee implementation of the HU chemical hygiene plan for all departments/units that carry out laboratory operations. The major responsibility for this position is to serve as the HU Chemical Hygiene Officer while providing additional services to other campus units with laboratory functions as a HU teaching and research laboratory technician. The position will also serve as the chair of the HU Chemical Hygiene Committee. The goal of the position is continual improvement in laboratory safety, environmental performance, loss control and overall compliance throughout the institution. The primary responsibility includes chemical safety but will also involve environmental, biological, radiation, emergency management, and other laboratory safety and compliance aspects.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Coordinates program requirements with administrators and others to develop and implement appropriate chemical hygiene policies and practices including hazard communication plan.
3. Oversees procurement, monitors use, and ensures proper disposal of all chemicals in the Science Department, according to current OSHA, EPA, and other federal, state, and municipal government regulations and insurance requirements.
4. Performs regular formal chemical hygiene and housekeeping inspections and audits including inspections of emergency equipment.
5. Assists science instructors in developing curriculum for necessary precautions and adequate facilities.
6. Oversees campus chemical hygiene plan and compliance with OSHA Laboratory Standard.
7. Maintaining overall responsibility for the laboratory operation.
8. Trains faculty, staff, and teaching assistants in proper laboratory safety procedures including proper levels of personal protective equipment (PPE).

9. Maintains records such as Safety Data Sheets (SDS) forms, laboratory safety inspection reports, safety training records, documentation of compliance with chemical storage and disposal regulations, marks all chemicals in accordance with the Global Harmonized System (GHS); maintains inventory system
10. Prepares standardized dilute solutions from stock reagents, media, and cultures (including microbiological) for various science laboratory courses. Also, constructs written protocols for others to make solutions with accuracy and precision.
11. Prepares materials, chemicals, biologicals, and equipment for all biology, chemistry, environmental science, physics, and physical science labs.
12. Operates and maintains laboratory equipment common to laboratories such as microscopes, autoclaves, electrical balances, spectrophotometers, pH meters, etc.
13. Assist faculty in the maintenance of research/teaching instrumentation, such as AA, GC, GC-MS, UV-Vis
14. Supports faculty care and maintenance of biologicals (i.e. worms, fish, planaria, Biohazard Level 1 bacteria, etc.)
15. Cleans, organizes, sterilizes, and maintains laboratory equipment and work areas.
16. Training and supervision of work-study students.
17. Upholds the Heritage University Mission Statement.
18. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A. **Knowledge:** A Bachelor's degree in chemistry or related field required (Master's degree preferred) and 2 years of experience working in a laboratory required. Familiarity with OSHA regulations pertaining to college-level laboratory safety and laboratory management; OSHA and Department of Homeland Security regulations and right-to-know policies pertaining to chemical inventory and labeling; and EPA and GHS regulations pertaining to proper storage of chemicals and disposal of hazardous waste. Must be willing to seek training and/or certification and attend relevant conferences to stay updated on new requirements.
- B. **Skills:** Ability to create, manipulate and utilize spreadsheets, using MS office (word, excel, outlook and access) required.
- C. **Abilities:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to stoop or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus. The employee has potential for exposure to infectious substances, hazardous chemicals and/or hazardous waste and occasional exposure to moving equipment, the risks of which are minimized through compliance with established safety policies and procedures. Noise level in the work environment is usually moderate.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- Three professional references including name, email and phone
- HU Employment Application

Review of Application will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.