



JOB DESCRIPTION

TITLE: *Chemical Hygiene Officer/Laboratory Technician*

COLLEGE/SCHOOL/DEPT: *College of Arts & Sciences* **DATE PREPARED:** July 6, 2010

REPORTS TO: Dean of Arts & Sciences

FLSA: Exempt

POSITION SUMMARY:

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 laboratory technician. 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 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 on campus, 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. Maintains 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 MSDS forms, laboratory safety inspection reports, safety training records, and documentation of compliance with chemical storage and disposal regulations.
10. Prepares solutions and reagents (including microbiology media and cultures) for various laboratory courses.
11. Operates and maintains laboratory equipment common to laboratories such as microscopes, autoclaves, electrical balances, spectrophotometers, and GC.
12. Cleans, sterilizes, and maintains laboratory equipment and work areas.
13. Upholds the Heritage University Mission Statement.
14. 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, master's degree preferred and 2 years of experience working in a laboratory. 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 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 abreast of 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.

**Interested and qualified applicants may submit a
Heritage University Employment Application OR
Résumé and Letter of Interest, and Three References to:
Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948
Position Closes July 30, 2010**