



## Chemical Hygiene Officer (CHO)/Safety Officer, Lab/Stockroom Manager, Science Program Support

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**Department:** Science  
**FLSA Status:** Exempt

**Job Status:** 1.0 FTE  
**Reports To:** Chemistry Department Chair/ Dean of Sciences

**Grade/Level:** N/A

**Amount of Travel Required:** None

**Work Schedule:** 8:30 a.m.-5:00 p.m.; M-F; hours may change as lab schedules dictate; 11 month position.

**Positions Supervised:**

### **POSITION SUMMARY:**

Manages inventory and lab prep for the Chemistry Department. Regulates and oversees compliance with safety guidelines, policies, and procedures within Chemistry Department laboratories. Supports Science Division Grants with priority and primary support for STAR Leadership program.

### **ESSENTIAL FUNCTIONS:**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Performs Lab Manager/Safety Officer duties for analytical, physical, inorganic, biochemistry, and Natural Science by:
  - Organizing equipment and materials, preparing the reagents, setting up and taking down for each experiment;
  - Maintaining a presence on 3<sup>rd</sup> floor whenever labs are in session;
  - Works with faculty in writing policy and procedure for all teaching and research material in order to maintain compliance with OSHA, ACS, the EPA, and any other governing entities the chemistry department adheres to;
  - Maintaining compliance for hazardous materials and waste;
  - Managing chemical stockroom and inventory of chemicals and supplies needed for the chemistry laboratories to include preparing order lists and paperwork, receiving and organizing shipments, and acting as departmental point of contact;
  - Promoting positive safety culture within the labs among student, staff, and faculty
  
- Performs Chemical Hygiene Officer duties by:
  - Serves as head as departmental safety committee
  - Serves as the department EMS representative;
  - Assists and helps coordinate the collection and disposal of departmental chemical and hazardous wastes;
  - Assisting the chemistry department in defining hazardous operations, designating safe practices, and selecting protective equipment, represent the department staff at safety committee meetings;

- Monitoring the safety performance of employees (mainly, student laboratory assistants) to ensure that the required safety practices and techniques are being employed in all laboratories, document all infractions, and submit an annual safety report;
- Serving as department point of contact for any audits conducted by OSHA, ACS, EPA or other governing entities;
- Reporting to the AC Safety Officer (Chief of Police) incidents (1) that cause personnel to be seriously exposed to hazardous chemicals or materials, such as through the inoculation of a chemical through cutaneous penetration, ingestion of a chemical, or probable inhalation of a chemical, or (2) that constitute a danger of environmental contamination and submit an annual report to him/her;
- Works with physical plant to schedule safety inspections of eyewash stations and emergency safety showers;
- Facilitating the department's annual review of the CHP's for all research and teaching labs;
- Reviewing and reporting accident reports at the end of each teaching year;
- Monitoring monthly ethanol inventory

#### **Other Job Function Statement(s)**

- Coordinates and supervises all student worker activities and functions including but not limited to recruitment, hiring, and training
- Establishes schedules for student workers; approves time entry, and evaluates student performance while at work;
- Supports grant management and proposals for sciences with primary and priority responsibility in STAR Leadership Program operations, to include:
  - Maintaining and archiving activity reports
  - Assisting in website maintenance and updates
  - Disseminating on campus information
- Coordinates room scheduling for Chemistry Department
- Provides communication between chemistry professors and students about seminars, etc.;
- Prepares for department seminars including the purchase of, preparation of and cleanup of refreshments;
- Semester seminar scheduling
- Assists with the organization of the Majors Recognition spring event;
- Proctors tests, quizzes, etc. when needed;
- Other Duties as assigned

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

**Minimum:** Bachelor's degree from an accredited four year college or university in Chemistry or a related field. Two years related experience

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

Not Applicable

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, tables, charts, records, files, reports, or communiqués;
- Communicate effectively using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- pay attention to details;
- accept change and considerable variety in the workplace;
- read, analyze, and interpret common scientific and technical journals;
- apply mathematical concepts to include fractions, percentages, ratios, proportions to practical; statistics;
- define problems, collect data, establish facts, and draw valid conclusions;
- interpret an extensive variety of technical instructions;
- work under pressure while maintaining a professional demeanor;
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making.
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Position will generally work indoors in different settings. Position handles all types of hazardous materials including, but not limited to, flammables, acids, caustic, carcinogens, pesticides, teratogens, explosives, etc. Also, obtains and analyzes samples of dangerous chemicals and substances. Performs chemical spill cleanups and assists with waste chemical pickups.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be

assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_