



DUTCHESS COUNTY
CLASS SPECIFICATION

**CHEMISTRY TEACHING LAB
ASSISTANT**

DATE ADOPTED: 12/6/1995

LAST REVISION: 2/20/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the safe, secure and efficient operation of the chemistry laboratory at the Community College. In addition, this position oversees the storage and disposal of chemicals in adherence to all EPA, OSHA and State regulations. The incumbent plans and organizes the set-up, use, maintenance and break-down of laboratory equipment and facilities. Work is performed according to written lab formats and verbal directions. In addition, the employee maintains inventory and assists in the preparation of purchase orders for equipment and supplies in the budget process. Work is performed under the general supervision of faculty or administrative staff with some leeway allowed for the running of the laboratory and the management of the chemical storage and disposal program. Supervision is exercised over student aides and work-study aide students.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the preparation of all chemicals and equipment for use in chemistry lab experiments;
2. Establishes and maintains procedures in compliance with EPA, OSHA and State regulations for the safe and economical storage and disposal of all chemicals (including hazardous) used on campus;
3. Treats chemical waste for recycling or disposal, including chemical treatment to render waste non-toxic and/or storage and labeling for disposal by an approved waste disposal company;
4. Maintains inventory of SDS sheets for all stocked chemicals and calls manufacturers, etc. to obtain information on incompletely labeled chemicals;
5. Trains and directs student aides in chemical preparation, safe handling of hazardous chemicals and other laboratory duties;
6. Serves as technical expert to faculty on the safe and proper use of laboratory equipment;
7. When labs are in session, may assist in the laboratory and demonstrate equipment use to students and are responsible for cleaning of any chemical spills that occur;
8. Maintains an inventory of supplies and equipment and establishes procedures for security of chemicals and equipment;
9. Purchases all chemicals, glassware and other supplies necessary for the lab and assists in the preparation of the budget;
10. Establishes and maintains safety and security procedures for the laboratory;
11. Adapts existing laboratory procedures relating to chemical storage and disposal and safety to conform to changes in regulations;
12. Maintains lab manuals, ensuring that all necessary equipment and supplies are available and may construct equipment or lab set-ups as necessary.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the safe storage and disposal of hazardous and non-hazardous chemicals; good knowledge of the equipment and procedures used in a chemistry lab; good knowledge of the principles and terminology of chemistry as would be used at the first and second year collegiate level; good knowledge of laboratory safety procedures and practices; working knowledge of budgeting principles and practices; skill in repairing and maintaining laboratory equipment used in a chemistry lab; ability to effectively coordinate more than one activity at one time; ability to communicate effectively both orally and in writing; ability to read and interpret technical material within the specific laboratory discipline; ability to keep records; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Chemistry, Biology or a related field WITH a minimum of sixteen (16) credits in Chemistry PLUS six (6) months of work experience in a teaching or research laboratory which required the preparation and disposal of chemical substances.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 12	FLSA Code: OT Eligible
REVISION HISTORY: 2/20/26	