

## **CHEMISTRY TEACHING LAB ASSISTANT**

### **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:**

1. 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;
2. Treats chemical wastes 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;
3. Maintain inventory of MSDS sheets for all stocked chemicals and calls manufacturers , etc. to obtain information on incompletely labeled chemicals;
4. Trains and directs student aides in chemical preparation, safe handling of hazardous chemicals and other laboratory duties;
5. Serves as technical expert to faculty on the safe and proper use of laboratory equipment;
6. When labs are in session may demonstrate equipment use to students and responsible for cleaning of any chemical spills that occur;
7. Maintains an inventory of supplies and equipment and establishes procedures for security of chemicals and equipment;
8. Purchases all chemicals, glassware and other supplies necessary for the lab and assists in the preparation of the budget;
9. Establishes and maintains safety and security procedures for the laboratory;
10. Adapts existing laboratory procedures relating to chemical storage and disposal and safety to conform to changes in regulations;
11. Maintains lab manuals, ensuring that all necessary equipment and supplies are available and may construct equipment or lab set-ups as necessary;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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; mechanical aptitude; manual dexterity; patience; physical condition commensurate with the demands of the position.

**CHEMISTRY TEACHING LAB ASSISTANT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Chemistry or Biology WITH a minimum of sixteen credits in Chemistry PLUS one year of paid work experience in a teaching or research laboratory which required the preparation and disposal of chemical substances.

NOTE: Work experience in a medical or environmental laboratory is not considered qualifying experience.

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ADOPTED: 12/06/95