



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 04/19/2016

DATE:	10/2/2017	POSITION #:	PS9960
NAME OF INCUMBENT(S):			
JOB TITLE:	PT Technical – Chemistry Technician		
DIVISION:	Arts and Sciences		
DEPARTMENT:	Science		
PAY TABLE/LEVEL/GRADE:	<i>Enter pay level.</i>	REPORTS TO:	PA9933

STATUS: Please click the appropriate boxes that apply.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>28</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input checked="" type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | <u>2</u> No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

This individual oversees the non-teaching portion of the chemistry courses. This includes purchasing, preparing, laboratory set-up, and compliant disposing of chemical materials for the laboratory sessions, as well as working and collaborating with other technicians and student lab aides. High emphasis on good laboratory practices, safe handling and compliant disposal of laboratory chemicals and waste. Working knowledge of the LCC Chemical Hygiene Plan as your guiding documentation for chemistry work.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	N/A
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
<u>40</u>	1	Following Science Department policies; maintaining safe, clean, orderly laboratories and preparation rooms. Assure that instructional labs are properly set up for classes, restocked

		between classes and waste removed as needed. Monitor the workflow of student aides and other technicians in seeking that goal.
<u>20</u>	2	Daily participate in training of student aides and techs in proper lab protocols, current SDS compliance, and Chemical Hygiene Plan Documentation, procedures, and safety practices.
<u>10</u>	3	Maintain and or arrange for upkeep, calibration, and repair of chemistry equipment such as but not limited to balances, gas chromatography, IR, NMR, GC, MS and UV spectrophotometers, and pH meters. Keep on file the manuals for chemistry equipment. Keep on file lab protocols, procedures and reagent preparation for all laboratory courses. Check with instructors to be sure these references are up to date.
<u>10</u>	4	Meet with course coordinators, lead technician, and lab supervisor on a regular basis. Attend chemistry course meetings when requested.
<u>10</u>	5	Diligently monitor and anticipate inventory and instructional supplies required for laboratory courses. In conjunction with other technicians, purchase needed chemicals, glassware and supplies. As much as possible, negotiate good price structure to keep Science Department, expenditures at minimum. Arrange with course coordinators to properly maintain and or arrange for repair of critical equipment such as burners, all volumetric glassware, personal protective equipment, etc.
<u>10</u>	6	Comply with and enforce among staff, student aids, instructors and technicians the departmental policies regarding chemical handling, waste disposal and safety. Responsible for maintaining safe, orderly, clean laboratories and preparation rooms. Inspect labs after lab sessions to be sure they are properly set-up for next class. Communicate with instructors regarding their needs and modifications for laboratories.
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CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

KNOWLEDGE: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job*

- Knowledge of GHS, LCC Chemical Hygiene Plan, and safety/regulatory Procedures
- Adherence to good lab practices.
- Working knowledge of chemical lab practices including reagent preparation and equipment operation.
- Ability to apply knowledge to safe handling, storage, and waste disposal of chemicals.
- Must be able to use common software such as Word and Excel.

COMMUNICATION/INFLUENCE: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.*

- Communicate with lead technician and understand needed preparations for laboratory sessions.
- Communicate to other technicians and lab aides and explain the work processes and service delivery needs.

- Communicate with administrative staff regarding staffing and operation of the preparation rooms and storage areas.

PROBLEM SOLVING: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.*

- Investigate and correct problems relating to reagent preparation, storage, regulatory, and safety compliance.
- Prioritize workload to meet the needs of the laboratory sessions.

LEADERSHIP: *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.*

- Work independently as needed maintaining communication with the group.
- Delegate tasks as appropriate.

OTHER: *Other applicable skills and abilities not mentioned above.*

- Skilled Good Laboratory Practices (GLP's).
- Knowledge of safety regulations including MIOSHA, GHS, and LCC Chemical Hygiene Plan preferred

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

- Knowledge of chemical handling
- Familiarity with analytical equipment used in chemistry labs
- Minimum educational requirements are: successful completion of CHEM 151, 161, 152 and 162 or equivalent courses

Preferred:

- Organic chemistry coursework
- Prior work experience in Science Laboratory setting

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent's Name (if any).		Incumbent's Signature*	Date	
Supervisor's Name		Supervisor's Signature*	Date	
Dean/ELT's Name		Dean/ELT's Signature	Date	

Note: Signature means approval, otherwise return for signatures.

Human Resources Rep.

**HR Rep
Signature**

Date

Note: Position description to be reviewed annually, upon posting or transfer of person or position.

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9960

Date: 10/2/2017

Supervisor's Position #: PA9933

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---|---|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |