

Posting: 07/31/2019
Hourly wage: \$12.98 - \$14.47
Status: Full-time
One Year Appointment



The College of Idaho invites applications for a **Chemistry Stockroom/Lab Manager**. The Chemistry Stockroom/Lab Manager supports the laboratory teaching and learning process in the Department of Chemistry by aiding in laboratory preparation and instrument/equipment maintenance. As appropriate, the individual in this position will also oversee chemical and biological safety on a College-wide basis while ensuring compliance with EPA, OSHA, and other regulatory requirements. The manager must safely maintain and document appropriate inventories of chemicals, supplies, apparatus, and equipment.

Essential Functions

Laboratory

- Maintain laboratory checklists.
- Ensure lab drawer stock for student check-in.
- Facilitate lab drawer assignments.
- Aid in the preparation of laboratory stock solutions, materials, and equipment.
- Distribute chemicals, supplies, and equipment, to faculty and students.
- Supervise work-study students.
- Aid in maintaining the cleanliness of the laboratory.
- Ensure glassware integrity and cleanliness.
- Document and enforce laboratory rules.

Inventory

- Coordinate with the academic assistant all purchasing for department.
- Provide assistance to faculty, staff, and students in the proper selection and acquisition of laboratory chemicals, supplies, and equipment.
- Contact vendors for quotes and discount schedules.
- Receive shipments.
- Maintain stock of routine equipment and chemicals including high pressure cylinders and cryogenics.
- Maintain inventories of chemicals, lab supplies & glassware, and capital equipment.
- Develop, implement, and maintain computer applications for inventory control.
- Keep appropriate records and permits for alcohol purchase, use and storage.
- Ensure adequate supply of de-ionized water, maintain water purification system.
- Track and log keys.

Maintenance

- Monitor equipment maintenance and maintain vendor file.
- Prepare all work orders.
- Ensure ice machine, refrigerators, and freezers are in good working condition.

Communication

- Serve as interdepartmental liaison with Boone colleagues (Biology/Chemistry administrative assistant, MAPS administrative assistant, Instructional Lab Tech, and others) to ensure lab schedule is current, multi-departmental information is distributed and discussed, and departmental actions are coordinated.
- Copy and duplicate information as necessary.

Chemical and biological safety

- Assist faculty and staff in the science and art departments to safely manage hazardous materials and establish safety procedures for studios, laboratories, and support areas.
- Organize annual safety training, proper storage, correct labeling, use and handling of hazardous materials and waste.
- Ensure Safety Data Sheets (SDS) information is available and current in appropriate areas.
- Log accurate inventory of chemicals in research and teaching spaces.
- Monitor and ensure proper labeling and storage of chemicals in research and teaching spaces.
- Obtain, maintain and retain proper documentation of student-safety contracts; maintain hard-copy SDS for teaching and research laboratories and art studios; maintain training records, inspections, inventory and accident and spill inspections.
- Oversee tracking of chemicals from procurement to disposal.
- In conjunction with faculty, perform preliminary treatment of used chemicals for recovery or stabilization.
- Coordinate with certified waste handler(s) to prepare waste for shipment, including labeling, designation of hazard class, and pickup and transportation.
- Maintain records to determine hazardous waste generator status.
- Assist other academic departments and Maintenance & Operations in disposal of hazardous wastes.
- Ensure presence of adequate safety equipment and supplies.
- Coordinate department safety incident reporting and archiving.

Other duties as needed.

Knowledge, Skills, and Abilities

- Knowledge of chemistry laboratory techniques and safety procedures.
- Knowledge of chemistry and chemical safety.
- Knowledge of OSHA and EPA regulations.
- Ability to analyze situation to identify hazards and use appropriate safety precautions.
- Ability to manage multiple projects concurrently, to set and meet deadlines, and to adapt to changing situations, priorities, and technologies.
- Excellent initiative, organizational, and interpersonal skills.
- Knowledge of computer applications (Microsoft Office suite; databases, web-based applications, etc.)
- Excellent communication skills, both oral and written, in English.
- Ability to maintain a high level of customer service.
- Self-motivated, willing to work independently.
- Detail oriented while adhering to guidelines, performance standards and policies.
- Strong work ethic and unquestioned personal integrity.

Qualifications

- Bachelor's Degree in Chemistry or related field and at least two years of related work experience **or** an equivalent combination of education and experience (specifically experience in organic, analytical, biological, and microbiological laboratories.)
- Background in chemical safety & hygiene and hazardous waste handling & disposal or the willingness and ability to quickly learn.
- Hands-on experience with chemicals and laboratory equipment, in a professional/educational setting.

- Working knowledge of common laboratory instrumentation including, but not limited to, the following: NMR, FTIR, UV-Vis, FAAS, HPLC, and GC.
- Possession of a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately; applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.