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Developed by:.....SG
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Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Chemical Inventory & Laboratory Equipment
DIVISION: Academic Affairs (College of Arts & Sciences, Chemistry Department)
REPORTS TO: Department Chair, Chemistry Department
GRADE: 11
SUPERVISES: Graduate assistants and student workers

BASIC FUNCTION:

Responsible for the safe and orderly operation and maintenance of a large chemical and laboratory equipment stockroom servicing the Chemistry Department and other University departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In conformance with current OSHA requirements, establish and maintain a computerized chemical inventory system for the Chemistry Department and the University.

Establish and maintain required Material Safety Data Sheets (MSDS) files.

Interface with department and University personnel and the University's Safety Office for the appropriate disposal of chemical waste.

Order chemicals, gas cylinders, supplies, and equipment; maintain records as required.

Receive, unpack, inspect, store and safeguard incoming materials, supplies, gas cylinders, and/or equipment.

Prepare materials for shipping as needed.

Issue chemicals and equipment to the teaching and research labs.

Track chemical usage and provide adequate amounts of supplies, equipment, spare parts, etc., to service the teaching laboratories and the needs of the stockroom.

Label chemicals according to University procedures and issue MSDS and other data reports as required.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise graduate and undergraduate students and other workers who may work to stock shelves and maintain laboratory equipment.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in chemistry or equivalent degree required. The following are also required: three years of experience in a chemical stockroom or laboratory; knowledge of chemical hazard codes and chemical classifications; strong computer skills with various types of computers; experience in the use of spreadsheets, word processing, and other programs such as database programs; prior experience in ordering and expediting chemicals and laboratory supplies and maintaining large inventories and databases; excellent interpersonal, verbal, and written communication skills; demonstrated organizational and record-keeping ability.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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