

ISSUED: _____

TITLE: Environmental Safety Technician

SALARY _____ **CLASS** _____

SCHEDULE: Staff **CODE:** _____

SALARY _____ **EEO** _____

UNION: Staff Association – Local 2071, U.A.W. **GRADE:** 10 **CODE:** _____

FLSA: _____ **E-** _____

FLSA: _____ **CLASS** _____

POSITION PURPOSE

Oversee the certification of the Biological Safety Cabinets and Chemical Fume Hoods on campus. Perform maintenance, maintain records and supervise part time personnel to ensure compliance with established codes and standards.

ESSENTIAL JOB FUNCTIONS

Inspect, certified, diagnosis and perform maintenance and repair on the University’s Biological Safety Cabinets. Schedule appointment with researcher and explain time and process requirements, wipe down machines and make adjustments to equipment (e.g., regulate motor speed, replace filters). Decontaminate machines in order to perform disassembly and repair functions. In consultation with researcher, determine which parts to order and where to obtain them.

Supervise assigned student assistants (3-4) in the certification of Chemical Fume Hoods. Person holding position will train, assist, assign and monitor work to ensure efficient operations in compliance with established standards and guidelines.

Maintain required certification records for Biological Safety Cabinets and Chemical Fume Hoods. Maintain tracking system, update records and provide data and reports as requested.

Serve as a resource to the university community e.g., provide consultation regarding use of equipment technical issues/repair, in reference to lab safety.

Serve in the capacity as an assistant to the Environmental Health Specialist in his discretion.

Perform related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level is designed to perform technical procedures operating electronic instrumentation and mechanical equipment in a research laboratory. Work activities involve thinking within clear and substantially diversified procedures and precedents. Work activities necessitate exposure to, knowledge of and experience in chemicals and hazardous materials. Functional supervision is exercised over a small number(2-4) of part time student support personnel. This classification is located in the Office of Environmental Health and Safety and reports to and receives work direction from an Environmental Health Specialist.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience; supplemented by advanced coursework in electronic or mechanical engineering or related science field.
- Reasonable knowledge of federal, state and institutional health and safety laws and regulations.
- Experience reading electrical schematics.
- Strong mechanical and electrical aptitude.
- Ability to communicate effectively with others.
- Keen attention to detail.
- HAZWOPER certification, (preferred but not required).
- Possession of a valid vehicle operator's license.
- Ability to enter clean facilities and wear correct clothing in a clean environment.
- Ability to regularly lift 50 to 60 pounds.