**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Science Stores Manager/Chemistry Technician

**Job Number:** SS-038

**NOC:** 4012

**Band:** 8

**Department:** Chemistry

**Supervisor Title:** Chair, Chemistry

**Last Reviewed:** May 5, 2015

**Job Purpose**

Manages the operation of the Science Stores and technically services various undergraduate laboratories for the Chemistry Department. Manages that department's budgets for supplies/equipment.

**Key Activities**

1. Preparation for experiments by providing the appropriate equipment in working order; solution sample preparation through weighing and dissolution; ensuring proper hazardous waste containers, MSDS sheets are available and that fume hoods/safety equipment are in proper working order.
2. Laboratory supervision by: ensuring equipment is operated in safe manner and properly shutdown; advising students the proper procedure for various operations; ensuring hazardous waste directed to appropriate container; providing spill cleanup as required to avoid injury to students/staff and unnecessary cost to the department/university.
3. Maintenance of laboratories by ensuring laboratories are properly cleaned between sessions; supervising student technician's assistant; ensuring necessary repairs to physical facilities are made. To avoid contact by untrained personnel with hazardous materials and provide safe, functional facility.
4. Preparation, supervision and maintenance of laboratories for summer course offerings, either as the primary technical support person, or as the substitute for vacation periods of another primary technical support person.
5. Provision of budgetary inventory control for the chemical/equipment needs of Chemistry department by assessing requests/needs and ordering accordingly bearing in mind budgetary restraints to ensure continuance of the laboratory program in an affordable manner.
6. For Science Stores: maintenance of appropriate inventory by sourcing the requisite requirements; interviewing visiting sales representatives and negotiating prices and overseeing and monitoring the solvent storage area. Provides one central stacking facility for laboratory glassware, supplies, chemicals and solvents, including ethyl alcohol, corrosive acids. In regard to ethyl alcohol, is responsible for controlling inventory/record keeping procedures to ensure compliance with Canada Customs and Revenue Canada regulations (ethyl alcohol is duty free for scientific purposes).
7. Servicing the supply of several teaching and research units in the University by dispensing via a counter service; ensuring hazardous materials are transported in a safe manner by purchasers; keeping proper records of purchases which is an integral part of a stores function.
8. Billing account holders for supplies rendered by pricing withdrawal forms and forwarding same to Financial Services in order that the Stores account is reimbursed.
9. Other duties as assigned.

**Education**

Honours University Degree (4 year) in Chemistry.

**Experience Required**

* Two years of experience, including:
  + One year experience in managing a chemical purchasing budget and inventory and in receiving and handling of chemicals.
  + One year experience applicable to organizing, preparing and supplying chemicals and equipment in support of undergraduate teaching laboratories.
* Intermediate level word processing, spreadsheets, databases, file management (Microsoft Office Suite), presentation software, email and internet required.
* Good administrative and organizational skills.

**Responsibility for the Work of Others**

Direct Responsibility

* Chemistry Technician's Helper

Indirect Responsibility

Student demonstrators

**Communication**

Internal:

* Faculty, discuss with instructor the relative merits of a laboratory procedure
* Students, instruction of technique
* Faculty/Staff, recommend to faculty and staff suppliers for specific requirements
* Staff, discuss requirements, procedures, equipment conflicts etc. with other staff
* Faculty/Staff/Graduate Students/Research Assistants/Students, engage in transactions regarding the Science Stores

External:

* Vendors, contact vendors regarding purchases/prices
* Parent/Teacher, inquiries from teachers/parents in regard to chemical or equipment re: Science Fair project

**Motor/ Sensory Skills**

* Fine Motor Skills, Dexterity - Measuring by weight or volume the appropriate amount of a chemical to achieve a solution of exact concentration (using analytical balance, micropipette), compound purification by distribution and recovery at specific boiling range requires judicious application of heat source and manipulation of ground glassware
* Gross Motor Skills, Dexterity, Coordination - Transferring of solutions/chemicals from a larger to smaller vessel(s)
* Dexterity - Operation of glass cut-off saw to modify glassware
* Sense of smell - By detecting characteristic chemical odors which point to unwanted or unsafe levels in the laboratories or solvent store thereby alerting one to possible fume hood failure, inadvertent spill, container leakage
* Visual - By assessing reaction end point by color change; reaction fact by gas evolution or compound purity by off-colour

**Effort**

Mental:

* Continuous Attention - Required when troubleshooting new experimental procedures
* Continuous Effort - Maintain vigilance to ensure a constant awareness of safety in the laboratory

Physical:

* Bending, lifting, carrying - Taking delivery of shipments for the stores; re-stocking shelves
* Rolling, Balancing, Pushing - Placing compressed gas cylinders on cart and transporting to end users
* Lifting, tipping - Filling 4L bottles from 20L cans of solvent

**Working Conditions**

Physical:

* Odors - Working in the organic teaching laboratory involves exposure to noxious odors when certain experiments are done
* Risk of exposure - Students invariably spill chemicals particularly around the balances. These materials have to be cleaned up and even when done in as safe a manner as possible there is a risk of exposure.