Notice of Vacancy
Division of Science, Technology, Engineering & Math
Science Division Safety Officer/Biology Laboratory Technician-BIOTECHNOLOGY PROGRAM
MCCC Full Time Unit Professional
Application Deadline:

GENERAL DESCRIPTION OF DUTIES
The Science Division Safety Officer/Biology Lab Technician-Biotechnology Program will ensure science laboratory safety compliance including but not limited to: complying with state and federal laboratory safety and waste disposal guidelines, inspections of laboratory safety compliance, safety training of science division personnel, maintaining and recordkeeping of all pertinent documents, and ensuring/arranging proper labeling and disposal of all hazardous waste from the science department. In addition, the technician will provide laboratory assistance and support to the Science Department. The lab technician performs administrative and laboratory work and is responsible for setting up laboratory experiments and related equipment/supplies for biotechnology program labs and science labs; maintains inventory of laboratory equipment, materials and supplies; orders new/replacement materials; maintains/cares for laboratory equipment; and ensures laboratory safety and proper disposal of laboratory wastes.

Supervision Received: Reports to the Dean of Arts & Sciences/ Science Department Chair/ or Designee
Supervision Exercised: Work Study Students.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Ensures Science Department laboratory safety compliance at the college campus in accordance with federal and state regulations. The employee is responsible for accurate and up to date knowledge of management, disposal and transportation of biological and chemical hazardous wastes according to state and federal regulations and must attend relevant annual training workshops and conferences (e.g. OSHA, HAZWOPER, RCRA, DOT);
- Ensures proper hazardous waste disposal compliance at all campuses (indented hazardous wastes generated from labs are placed in appropriate satellite waste containers with appropriate labels; once waste containers are full, employee places waste in main waste accumulation area for temporary storage). Performs weekly inspections of satellite waste containers and main accumulation area. Packs biological waste for shipment and inspects containers. Contacts and arranges with contracted transporters the removal of biological and chemical waste from the college. Assists transporters and signs/checks/maintains all pertinent shipping documents (manifests), and disposal records;
- Maintains, performs inspections and ensures compliance of laboratory safety equipment (including first aid kits, glass disposal containers, spill control materials, fire blankets, eye wash stations, safety showers and other safety equipment);
- Develops and conducts laboratory safety and hazardous waste management training workshops for all science department personnel;
- Maintains laboratory safety procedures and regulations and responsible for departmental compliance with EPA, DOT, DEP, RCRA and OSHA regulations for storage, labeling, handling and disposal of chemicals.
Reviews and ensures adherence to MSDS sheets for proper storage and disposal of chemicals and reagents; and files them in a publically accessible area;

Annually updates and manages Chemical Hygiene plan;

Prepares materials for biotechnology lab sections and other science laboratory sections (chemistry, biology, microbiology, general science, nutrition, physics, anatomy & physiology) and sets-up laboratory experiments and related equipment and supplies for all labs (e.g. prepares solutions, reagents, buffers, microbiology media, maintains microorganism cultures, cleans prepared microscope slides, etc...), and performs breakdown and cleanup of laboratory sections;

Maintains inventory of laboratory equipment, supplies and chemicals to ensure availability of adequate supplies, live materials, and other supplies to perform laboratory activities;

Initiates orders for new/replacement materials; receives/stocks orders; processes receiving/invoicing documentation; picks up small supplies for experiments at local suppliers; transports items to labs as needed;

Ensures proper care, organization and maintenance of laboratory equipment and of live materials and cleans/prepares classrooms before each semester; cleans/disinfets all lab benches, glassware, utensils, and paraphernalia used in labs; cleans lab bench drawers; cleans/maintains microscopes; maintains greenhouse and aquarium/terrarium tanks;

Notifies proper personnel of needed repairs; arranges with contractors/vendors and follows through ensuring completion of required repairs/maintenance in compliance of college process and procedures.

Assists faculty and students in labs as requested (e.g. providing supplemental tutorial assistance to individual students with their laboratories);

Operates various laboratory equipment (e.g. microscopes, autoclave, stills, aquarium/terrarium tanks, etc.), tools, supplies, audio/visual equipment, cameras, and general office equipment;

Performs administrative tasks associated with the science lab activities;

Submits lab receipts for reimbursement;

Organizes laboratory and creates informative displays for cases in science laboratories as needed;

Prepares lists, inventory reports, disposal records, service contracts, reports, forms, and general correspondence;

Receives, reviews and uses lists, orders, schedules, syllabi, instructions, material safety data sheets, product information, laboratory manuals, catalogs, journals, periodicals, manuals, and reference materials;

Communicates and coordinates with supervisor, employees, other departments, students, faculty members, suppliers and vendors;

Operates a computer and utilizes word processing, spreadsheets, data bases, and other software programs.

Maintains professional knowledge in applicable areas (working knowledge of area, researches new technologies/techniques, products, scientific literature) and certifications;

Performs related duties as directed;

Qualifications Required

All candidates must have a legal authorization to work in the United States

Bachelor’s degree (Master’s degree preferred) in Biotechnology, Chemistry, Microbiology, or closely related field; with one (1) year experience and/or training involving laboratory operations; or an equivalent combination of education, training and experience.

Previous training/ability to attend safety training courses (OSHA, HASWOPER, RCRA, U.S. DOT, and other laboratory safety training courses).

Must possess and maintain a valid Massachusetts Driver’s License.

Excellent verbal and written communication skills.

Excellent public relations and customer service skills.

Familiarity and experience working in a diverse environment

Higher education experience is preferred.
Additional Desired Qualifications:

• Teaching experience in a community college setting.
• Experience and training in project management and conflict resolution

Equivalency Statement:
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.

Compensation:
Salary: determined according to the Guidelines and structure of the collective bargaining agreement (MCCC) for the Grade 4, Salary range of $45,940 – 66,613

Application Deadline:
The deadline for applications for this assignment is: November 17, 2014

To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:
Roxbury Community College
Human Resources Department, re: Science Division Safety Officer/Biology Laboratory Technician-
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
Fax: 617-541-5365
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.