



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Chemical Management Center Specialist

Series Purpose: The purpose of the Chemical Management Center (CMC) Specialist occupation is to maintain operations of the CMC and associated processes/services.

Class Concept: The class works under general supervision requiring considerable knowledge of all aspects of environmental, health and safety compliance to ensure compliance with state and federal requirements. Responsible for coordinating the operations of the associated processes/services; ensures proper receiving, distribution, and storage of chemicals and hazardous materials in laboratories, maker spaces, facilities, and other areas as needed, organizes and inventories hazardous waste satellite accumulation points and coordinates pick-up and delivery of waste from these spaces. Performs audits in all laboratories, maker spaces, facilities, and other areas on campus to ensure critical environmental health and safety equipment is provided, inspected, and maintained in proper working condition. Manages funds allocated for procurement of supplies and services needed at the CMC.

Performs administrative duties for the CMC as needed to ensure efficient service and operation to campus or as requested by supervisor. Performs non-routine administrative tasks, and/or relieves the supervisor of routine and/or administrative duties. Facilitates business functions of CMC; plays a key role in office automation by performing business functions at the request of, or in the absence of, the supervisor; duties may include, but are not limited to: responds to correspondence; researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed; reviews and summarizes fiscal, operational and/or personnel reports; performs personnel functions such as screening job applicants and/or participating in interviews; communicates decisions, directives and/or assignments; participates on committees, organizes EHS training.

Job Duties: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Facilitates the Hazardous Waste Program; ensures compliance with the Ohio EPA and DOT and other regulatory agencies; performs waste pickups and deliveries with laboratories, maker spaces, facilities, and other areas as needed. Coordinates hazardous waste shipments and ensures compliance with all regulations. Responsible for all satellite waste accumulation areas on campus. Performs laboratory analysis and research on chemical compatibility to ensure proper handling of waste and segregation of waste streams. Updates and creates waste profiles as necessary. Maintains chemical and biohazard spill supplies and personal protective equipment. Assures that the necessary supplies are available when needed.

Effective 06/16/2025

Manages the chemical and hazardous materials program to ensure compliance with OSHA and other regulatory agencies. Manages the operations of the CMC and associated equipment, ensures proper receiving, distribution, and storage of chemicals and hazardous materials in laboratories, maker spaces, facilities, and other areas on campus. Maintains inventory records; performs physical audits of labs to verify inventory updates and reconciles inventory information and Safety Data Sheets. Determines proper storage for supplies; ensures hazardous materials and compressed gas cylinders are stored safely in the labs. Performs liquid nitrogen fills, dry ice-making, and inspection and testing of fume hoods. Maintains inventory of chemicals, gas cylinders, supplies and PPE. Assists with inspection of safety critical equipment campus wide including AEDs, first aid kits, eye wash stations, and emergency showers; reports deficiencies and coordinates repair/service as needed.

Plays a key role in office automation by performing business functions at the request of, or in the absence of the supervisor. Duties may include but are not limited to: responds to correspondence; researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budget and independently makes transfers as needed. Relieves supervisor of routine administrative duties; makes recommendations regarding program activities; researches and analyzes materials, information, and programs; provides technical information and advice to students, faculty, and staff to aid in decision making; assists in developing new procedures related to established program policy. Provides secretarial assistance through routine administrative tasks, independently provides explanation, orally and/or in writing of services or activities of assigned area, including formulating interpretation of policies and procedures as they would apply in given situation.

Encourages prompt reporting of health and safety concerns. Ensures the PPE and Safety Data Sheets are current and available, eyewash/first aid kits/fire extinguishers/spill kits are present and in good working condition; assists with coordinating safety and health compliance training.

Dispenses and/or pumps bulk chemicals and pours bulk chemical/hazardous waste requiring extensive PPE with respirator use and fit-test as needed.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Knowledge, Skills, and Abilities:

Knowledge of: OSHA/EPA/DOT regulations, standards, and compliance, specifically those related to chemical and/or laboratory safety, health and hazardous waste; American Chemical Society (ACS), Lab Safety Institute (LSI) guidance and best practices; chemical terminology; chemical safety; inventory control; record keeping procedures; requisitioning, handling, storing, and issuing laboratory chemicals and supplies; storing, issuing, shipping, and receiving materials and supplies; applying purchasing procedures; applying inventory control methods; operating material handling equipment; entering and retrieving data using a computerized records system.

Skill in: record-keeping and organization; use of office equipment; typing and data entry; computer operation; use of computer software and other programs applicable to the assigned department; verbal, written, and interpersonal communication.

Ability to: read and interpret safety data sheets; pay acute attention to detail; solve complex problems that involve one or more variables; handle chemicals and delicate laboratory apparatus; maintain records and inventory; deal tactfully with coworkers and customers; follow instructions; work with an intellectually diverse student and staff population involved in a wide variety of research, education, and maintenance functions as well as encourage compliance, safety improvement, and risk reduction in a cooperative manner; identify potential chemical and other hazards in the workplace.

Equipment Operated: Computer and all other standard office equipment; laboratory fume hoods/anemometer; dry ice maker; liquid nitrogen system and dewar; deionized water system; compressed gas cylinders; hand-truck, drum dolly, and pallet jack; specialized lab equipment and small hand-tools.

Work Schedule: Typically, M-T-W-Th-F 8:00 a.m. to 5:00 p.m.

Unusual Work Conditions: May be exposed to dangerous chemicals, materials, and/or unpleasant odors.

Supervision Exercised: May exercise supervision over student employees.

Required Certifications, Training, and/or Licensures: OSHA 40-Hr HAZWOPER, US DOT Hazardous Materials Training or able to obtain within 3 months of hire; valid driver's license.

Minimum Qualifications: At least a high school diploma or GED; one year of experience in environmental health and safety compliance; some experience in procurement; valid driver's license.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

Heavy: work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.