

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Chemical Hygiene Officer

Department: Faculty

Exempt Status: Exempt

Reports To: Superintendent or Designee

Date: May 21, 2015

Approval: Assistant Superintendent

JOB SUMMARY: Responsible to administrate the District's chemical hygiene policy and promote its compliance. **(Position is 60 hours per year.)**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Monitoring

- A. Conduct an annual chemical inventory at the high school and middle school labs.
- B. Insure that all SDS's (Safety Data Sheets) are available to all chemical handlers for the materials they work with in the high school and middle school science laboratories.
- C. Conduct monthly inspections of all labs and chemical storage areas in the high school and middle school using Minnesota State Fire Marshall form or similar.
- D. Review all orders for instructional chemicals prior to order processing.
- E. Review and update the District's Chemical Hygiene Policy every two years.
- F. Conduct exhaust velocity tests on all fume hoods found in laboratories on a twice yearly basis.
- G. Conduct shower/eye wash testing at the high school once per week.

25% Work Direction/Training

- A. Direct the training of all those who handle chemicals in the science classrooms in the course of their District employment.
- B. Conduct a Job Hazard Analysis for all handlers of chemicals in the science classrooms to assess the level of training that these employees possess and use the analysis to direct training.

20% Communication and Reporting

- A. Prepare an Annual Health and Safety Report for the Superintendent of Schools detailing what has been accomplished during the year.
- B. Prepare a list of Chemical Hygiene Goals for the next year based on the findings presented on the Annual Report.
- C. Serve as a member of the District's Health and Safety Committee.
- D. Insure that all necessary safety signage is in place.

10% Professional Development

- A. Attend training sessions on a frequent or annual basis to promote awareness of new governmental regulations (OSHA or Minnesota Department of Education).

5% Disposal

- A. Dispose of all laboratory chemicals and lab-generated wastes using OSHA approved protocols or a licensed disposal company. The focus is to be on science laboratories but will process hazardous waste from other areas in the District as needed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in physical science required.

Experience:

- Three (3) years teaching experience preferred.

Essential Skills Required to Perform the Work:

- Ability to communicate effectively.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Flinn Scientific Chemventory and Labeling software.
- Vaneometer (for measuring fume hood air flow velocity).

Supervision of Other Employees:

- This position provides work direction to other district employees that handle chemicals.

Physical Job Requirements:

- Position requires normal physical job requirements with lifting limited to 25 pounds.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.

Working Conditions:

- Normal indoor conditions.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.