



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Specialist, Logistics and Inventory, Biology Department
Status: Full-time, 35 hours/week (May involve evening and/or weekend work as required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Chair, Biology Department

PRIMARY PURPOSE:

Responsible for the safe and orderly operation and maintenance of equipment, chemicals, and supplies servicing the Biology Department

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Perform routine daily inspection of all departmental spaces and assets to monitor for conditions that may be unsafe or damaging.
- Submit and track maintenance requests to Facilities Department; serve as a liaison in monitoring and coordinating responses to work orders; protect departmental assets during maintenance and construction projects.
- Coordinate with faculty and staff in ordering chemicals, gas cylinders, supplies, and equipment; maintain records as required; receive, unpack, inspect, store and safeguard incoming materials; maintain communications with in-house procurement and vendors when necessary on all levels as issues arise.
- Maintain control over inventory of all teaching and shared supplies (teaching and research), instruments, and equipment, including, but not limited to chemicals, consumables, small laboratory equipment, microscopes, animal room supplies, and water purification systems.
- Ensure storage of chemicals and other material complies with state and federal regulations; maintenance of electronic chemical storage records and provide information to Facilities Department as requested; enforce CDC, OSHA, EPA, and RI DEM regulations as they pertain to departmental materials.
- Interface with department and college personnel and consultants for the appropriate disposal of chemical waste.
- Maintain collection of basic tools and machinery for repair or assembly of equipment; assist department faculty and staff with projects requiring basic carpentry to construct and/or modify equipment needed for instructional purposes.
- Troubleshoot basic electrical equipment and perform calibration of departmental equipment in house or arrange for outside service as needed, including but not limited to, microscopes, incubators, and refrigeration units.
- Aid faculty and the laboratory coordinator with design and/or assembly of materials necessary for teaching and research.
- Train student workers to properly operate departmental instruments and machinery (autoclaves, centrifuges, etc.) as appropriate.

- Provide reports to the Chair on expenditures as needed; contribute to discussions of department needs and inform chair when services or other purchases are anticipated for budget planning.
- Serve on the Departmental Space and Facilities Committee.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Chair of the Biology Department.
- Work occasional non-standard hours as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree (BS or BA) in Biology or related field.

Experience:

Two years of experience in a biology or chemistry laboratory setting.

Skills, Knowledge and Abilities:

- Organized, strong attention to detail, efficient time management, a proactive and can-do attitude.
- Experience with inventory tracking systems.
- Ability to work with minimal supervision.
- Willingness to learn the in-house ordering system and state purchasing rules.
- Knowledge of chemical hazard codes, chemical classifications, and compatibility for best practices in chemical storage and handling.
- Excellent communication of hazards in collaboration with the college environmental health and safety personnel/contractors.
- Ability to work with multiple stakeholders to coordinate scheduling that prioritizes educational goals of the department.
- Understanding of CDC, OSHA, EPA, and RI DEM regulations as they pertain to the Biology Department materials and spaces.
- Intermediate level carpentry skills.
- Ability to proactively identify issues and recommend solutions for loss prevention.
- Ability to respond to urgent needs outside of normal business hours.
- Assertive communication and organization skills to ensure protection of departmental assets.
- Strong computer skills with spreadsheets, word processing, and databases.

ENVIRONMENTAL CONDITIONS:

The employee routinely handles chemicals appropriate to biology laboratories. This is a physically demanding position that requires significant lifting, moving, and/or installation (with lifting equipment) of moderately heavy objects (< 50 lbs.) associated with operations of biology laboratories

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.