

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: District Chemical Hygiene Officer

Classification: Certificated – Non-supervisory

Reports to: Assistant Superintendent of Secondary Education

PURPOSE STATEMENT

The role of the District Chemical Hygiene Officer is to provide guidance to all laboratory teachers who use chemicals and handle samples to ensure that the laboratory is a safe and healthy work place and learning environment.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Work with administrators and other employees to develop and implement appropriate chemical hygiene policies and practices in the science laboratory and a chemical hygiene plan.

OTHER FUNCTIONS (INCLUDE BUT NOT LIMITED TO)

- Monitor the procurement, use, and disposal of chemicals used in the laboratory and maintain a district inventory of chemicals.
- Ensure that appropriate audits of procedures, practices, and processes are conducted on a regular basis as determined by our chemical hygiene plan. Document the results of each audit.
- Assist laboratory teacher(s) in developing precautions, safe experiments, and maintaining adequate facilities to reduce risk of injury and/or unnecessary chemical exposure.
- Conduct new science teachers with safety orientation and provide a safety walk-through of the laboratory.
- Participate in annual training provided by the District.
- Seek ways to improve the chemical hygiene plan.
- Keep all laboratory safety records up-to-date.
- Assist supervisors with follow-up investigations of any injury, accident, or near-miss incidents in science laboratories.
- Review chemical stock in science laboratory to determine if an appropriate supply is on hand and maintain and update related MSDS sheets.
- Other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills are required to communicate effectively orally and in written form.

Knowledge of the district curriculum for lab sciences, chemistry, safety standards for laboratories, and acceptable chemicals for use in school laboratories.

Ability work with other adult professionals to meet laboratory safety standards. Ability to train adult learners.

Responsibility

Responsibilities include: The authority to authorize chemical orders for school district laboratory sciences and ensure appropriate audits of laboratory safety practices.

Working Environment

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 20% sitting, 60% walking, and 20% standing. The job is performed primarily indoors under minimal temperature variations with limited exposure to bodily fluids and potential exposure to hazardous chemicals found in a laboratory setting.

Experience Laboratory experience in chemistry required, safety training, willingness to receive training as a chemical hygiene officer.

Education Degree in chemistry preferred.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

None

Certificates

First Aid/CPR/AED training
Certificate to transport chemicals

Continuing Ed./Training

First Aid/CPR/AED training
Chemical Hygiene training

Clearances

Fingerprint/Background Clearance

FLSA Status:

Exempt

Approved:

Salary Range: As approved in CBA

Classification History:

Developed: 11/07

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.