

Job Vacancy Notice

Job Title: Senior College Laboratory Technician - Chemistry

Job ID: 20702

Location: Brooklyn College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Performs supervisory and/or complex technical functions in laboratories in support of coursework.

- Maintains, fabricates, modifies, and repairs equipment
- Determines equipment requirements, prepares purchase specifications and coordinates acquisitions
- Trains and supervises College Laboratory Technicians, College Assistants, and other laboratory staff
- Manages set up, maintenance, and organization of student laboratories
- Maintains safety and hygiene standards
- Documents laboratory activities
- Performs related duties as assigned.

CONTRACT TITLE

Senior College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Brooklyn College is now accepting application for the position of Senior College Laboratory Technician. Reporting to the Department Chairperson, Senior College Laboratory Technician is responsible for the following:

- Coordinating with other CLTs, the maintenance of the chemistry department's operations
- Maintaining and monitoring the Chemistry department chemical inventory with bar coding, as well as monitoring supplies and equipment needs.

- Acting as liaison with the Facilities, the Office of Health and Safety and the Safety and Instrumentation Committees of the Chemistry Department for related functions.
- Providing chemical inventory data to the Department Safety Committee and Office of Environmental Health and Safety (EHS) when required.
- Performing bi-weekly visits to all laboratories ensuring maintenance of equipment and supplies, and reporting safety issues.
- Coordinating inspections with EHS personnel, CUNY Central and FDNY.
- Ensuring strict adherence to safety protocols, OSHA standards and regulations and FDNY regulations.
- Setting up office, facilities needed and equipment for research space for new faculty.
- Updating and monitoring various budgets which includes: tracking all related details and processing and reconciling all payment types; Conferring with the Department Chair for decisions on budget allocation.
- Purchasing of supplies, chemicals, instruments for chemistry department operations.
- Preparing monthly and yearly budget, purchasing, expenses and other related reports.
- Reimbursing all out of pocket expenses pertaining to the purchasing of supplies.
- Collecting timesheets and submitting them to Department Chair for review and approval.
- May supervise and train part-time staff.
- Performing other duties related to and necessary for the safe and efficient functioning of the department as assigned.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of eight years' related experience. Additional education may be used to meet the experience requirement: an Associate's degree may be substituted for two years' experience and a Bachelor's degree may be substituted for four years' experience. This position may also require the ability to supervise others.

OTHER QUALIFICATIONS

Preferred Qualifications

- Bachelors or Masters in Chemistry or Biology
- Proficiency in Microsoft Word and Excel; Knowledge or experience using oracle systems (CUNYFirst)
- Knowledge of OSHA standards and regulations
- Experience in wet chemistry laboratories (both teaching and research)
- Experience as laboratory manager
- Experience in maintenance of chemical inventories (experience in programs like Quartzly highly desired)

- Experience in budgeting and purchasing orders for chemicals

COMPENSATION

\$48,606 - \$66,849; Commensurate with qualifications and experience

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Visit <https://cuny.jobs/brooklyn-college/new-jobs/> and click on the position. Select "Apply Now" and provide the requested information.

Please submit your application online by clicking on "Apply Now" below. In order to be considered, applicants must upload (referenced Job ID # 20702), a cover letter, current resume, and contact information (name, phone number, and email address) for three references in doc or pdf format.

CLOSING DATE: June 25, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet! Disability Employer.