

The University of Akron
Classification Specification

Job Title:	Dept Chem Storekeeper-WC	Job Code:	45521
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	5/14

Job Summary:

Supervise and maintain the operations of the chemical stockrooms of Wayne College.

Essential Functions:

40% Coordinate experiments with instructors and teaching assistants to issue appropriate chemicals and equipment. Prepare student equipment drawers, student unknown chemical samples, reagents and solutions.

25% Maintain the chemical and equipment inventory for the chemical stockroom and conducts annual department-wide inventories. Coordinate the repair and maintenance of lab instruments, order and obtain materials, and replace defective equipment when necessary.

15% Provide documentation of unknown sample information as well as inventory records. Prepare monthly accounting summaries, compile files and log in department purchases, and create various comparison and cost reports each month.

10% Provide training and instruction to student assistants in addition to assigning duties and supervising their work activities.

5% Institute programs to increase safety awareness and enforce current safety programs. Coordinate the proper disposal of waste chemicals and specimens while alerting the University Dispatcher of any building emergencies.

5% Provide cleaning services to chemical storerooms, labs and the loading dock area when necessary.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience managing inventory and working in a chemical stockroom or laboratory. Strong communication, record keeping, and organizational skills required. Chemistry knowledge and basic computer skills including word processing databases and spreadsheet required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Frequent or prolonged exposure to extreme levels of temperature, air pollution, noise, radiation, chemicals, contagious diseases, gasses and substances, heights, moving parts, or electrical hazards.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.