



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Laboratory Services Specialist

Definition of Class

This is a professional position in which the incumbent exercises discretion and independent judgment in providing biomedical and pathological waste classification, packaging, shipping, disposal, and record keeping services; coordinating and participating in the management of hazardous materials generated or used by the University. This position reports to the Research and Environmental Compliance Officer.

Examples of Work Performed

Manages hazardous material classification, packaging, shipping, disposal, and record keeping services.

Ensures compliance with federal and state guidelines and regulations.

Conducts laboratory safety audits and monitors equipment operations.

Tests and certifies safety equipment and supplies.

Submits reports.

Assists in biological laboratory design and renovation planning.

Assists in developing and implementing policies and procedures in support of the biosafety program.

Investigates accidents and monitors exposure complaints.

Assists with biological safety training and educates faculty, staff, and students on hazardous material storage, usage, and disposal.

Provides “on-call” services, as needed 24 hours/day.

Provides support to the Chemical and Radiological Waste Programs.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the development and implementation of program safety in research and teaching laboratories.
2. Coordinates hazardous waste classification, packaging, shipping, disposal, and record keeping services.
3. Responds to hazardous materials spills/incidents as necessary.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The incumbent is periodically required to stand; walk; and talk and hear. The incumbent is occasionally required to sit; climb or balance; stoop, kneel, crouch or bend; taste or smell; and run.

Experience/Educational Requirements:**Education:**

Bachelor's Degree from a college or university in Chemistry or a related field.

AND

Experience:

Two (2) years of experience related to the above described duties.

AND

Certification:

Must be eligible for certifications within 60 days of employment which requires the completion of a 40-hour Hazwoper training course and 24-hours of DOT Shipper's training.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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