

Academic Lab Manager I

Workforce, Technical and Computer Information Science

Division

Position # 25-007

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch campus in Ripley, WV. (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate's and bachelor's degrees.

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

Pay Grade

5

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Function/Summary

Manage program laboratories in Process Technician, Area Maintenance Technician, and Electrical & Instrumentation Technician with regards to material preparation, equipment set-up and maintenance, equipment and material procurement, laboratory safety, hazardous materials, and compliance of federal and state regulations applicable to storage, use, and disposal of hazardous materials. Prepare maintenance service requests to ensure all laboratory facilities remain function. Position is a member of the college safety committee.

Minimum Qualifications

Education:

- Associates degree in a technical program, other applicable field, or equivalent combination of education and/or experience

Experience:

- Three years of related experience

Licensure:

- N/A

Knowledge, Skills & Abilities

- Knowledge of word processing and spreadsheet applications
- Knowledge of technical program equipment
- Knowledge of laboratory safety procedures and proper preparation, handling, and disposal of materials
- Ability to multitask and work cooperatively with others.
- Excellent verbal/written communication, analytical, interpersonal, and organizational skills
- Knowledge of fork truck safety and operation
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Duties/Responsibilities:

Frequency:	Duties:
50%	<p>Applied Technology Center Support</p> <ul style="list-style-type: none"> • Design, fabricate, install certain equipment/processes in the Applied Technology Center. • Prepare and distribute materials used for technical laboratories in Lab Technician, Process Technician, Maintenance Technician, and Electrical & Instrumentation Technician programs. • Setup, supervise, and explain various equipment in the Applied Technology Center. • Work collaboratively with faculty to follow faculty directions and Standard Operating Procedures (SOPs) • Read blueprint drawings and instruction manuals • Plan and perform preventative and predictive maintenance on equipment. • Purchase, organize, and maintain needed laboratory supplies, instruments, and equipment used for instruction. • Manage and maintain inventory files and proper operating conditions for lab instruments and equipment. • Evaluate procedures and suggest modifications to ensure safe working practices. • Maintain and provide supplies, personal protective equipment (PPE), and general custodial procedures for housekeeping and lab cleanliness. • Maintain inventory and perform safety inspections, request repairs, inspect for proper labeling of supplies, instruments, and equipment • Stock PPEs such as gloves and eye protection for easy distribution to students. • Maintain and enforce 6S Lean Management methods for industry. • Provide ready access to Safety Data Sheets (SDS) of chemicals in stock. • Review procedures, policies, and safety regulations for the collection, storage, disposal, and recycling of materials in laboratories according to federal, state, and WVUP Facilities and Grounds. • Maintain Standard Operating Procedures (SOPs) and validation of laboratory

	<p>procedures with control sample programs.</p> <ul style="list-style-type: none"> ● Maintain updated training and certifications in laboratory safety procedures and ensure the creation of lab manuals. ● Attend and participate in division meetings as needed.
45%	<p>Program Support</p> <ul style="list-style-type: none"> ● Proctor testing/exams for technical programs as a third-party participant. (i.e. SACA, MSSC, NCCER, etc) ● Assist in instruction and management of schedules, duties, laboratory procedures with faculty and students. ● Provide faculty and students with information regarding safe practices for hazardous materials in accordance with federal, and state regulations. ● Supervise the safety conditions for students who have work out of class time (due to missing classes, wrapping up unfinished assignments, capstone projects, etc.). ● Review laboratory projects scheduled and determine materials and equipment needed. <p>Assist with shipping/receiving of new and surplus equipment/trainers.</p>
5%	<p>General Other duties as assigned.</p>

Posted

08/16/2024 with an application deadline of 08/30/2024.