

COORDINATOR OF LABORATORY OPERATIONS
Lamar Institute of Technology
Process Technology Department

REPORTS TO: Department Chair; Department of Technology

JOB PURPOSE: This person will facilitate the utilization of Lamar Institute of Technology's MEG distillation unit as a laboratory. The needs of students, faculty, and industry must be addressed to obtain the most productive use of the unit. This person will oversee and be responsible for the unit including but not limited to planning, scheduling and maintenance.

Some other goals set for the unit are:

- Design/Implement: startup (SU), shutdown (SD), emergency shutdown (ESD), standard operating procedures (SOP)
- Design/Implement a Preventive Maintenance Program
- Develop/Coordinate a program to utilize the unit for use by the Industrial Maintenance, Instrumentation, Process, and other institutional instructional programs at Lamar Institute of Technology.
- Cooperate with instructional programs to develop on the job training and a certification program for the use of the MEG unit for third and fourth semester students.
- Coordinate maintenance and a turnaround (TAR) program of the unit for instructional purposes.
- Work with instructional programs to update the Distributed Control System (DCS), to include an isolated control room for the unit
- Develop/Implement operating and maintenance records systems.
- Facilitate the use of the unit by various instructional programs that can be utilized in a regular turn around.
- Purchase and maintain parts inventory.
- Ability to work within budget.
- Perform other duties as assigned.

REQUIRED EDUCATION: High School diploma required. Bachelor's degree in an engineering discipline helpful. Must have excellent communication skills, and proficient in the use of MS Word and Excel.

REQUIRED WORK EXPERIENCE: Minimum 10 years industry experience. Five years management experience preferred. A working knowledge of all aspects of a process operating plant is essential. Be familiar with technical manuals, able to read and understand P&ID's/PFD's, and MSDS sheets. Know lock out/tag out procedures and be able to follow all safety requirements. Experience in specifying and purchasing replacement parts.