



Position Description

General Information	
UW System Title:	Research Specialist
UW System Code:	RE047
Business Title:	Compost Testing Lab Spec
Supervisor's Business Title:	Outreach Program Manger
Hours/Shift/Work Schedule:	08:00 a.m. to 5:00 p.m.
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	College of Natural Resources/WIST
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	1/4/2023
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include childcare centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy.)</small>	

Department Description
The mission of UW-Stevens Point's Wisconsin Institute for Sustainable Technology is to make more and better use of our region's abundant natural resources through sustainable technology-based economic development to benefit our rural communities. It does this through engagement with forest products', paper and packaging businesses; providing key testing, analysis and development services to businesses; translating research into new products; and contributing thought leadership at the interface of business and higher education.

Position Summary
This is a hands-on, laboratory-based role using published standards and test methods to carry out a range of well-defined experiments with great accuracy and attention to detail. The role holder uses the results obtained to assess and determine the compliance of client-supplied items with national and international compostability standards.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)		% of Time
<p>A. Compostability Testing</p> <ul style="list-style-type: none"> • Conduct a range of compostability tests in accordance with published standard specifications (such as ASTM D6400, ASTM D6868, ASTM D8410, EN 13432) to determine the biodegradation, disintegration, and ecotoxicity of materials. • Analyze test data to assess compliance with compostability criteria. • Prepare detailed reports and documentation for certification purposes and client inquiries. • Maintain inventories of laboratory supplies and consumables necessary to complete testing. 	70	
<p>B. Quality Control</p> <ul style="list-style-type: none"> • Ensure all laboratory equipment and procedures meet the highest standards of accuracy and reliability. • Implement and maintain quality control measures and protocols in accordance with international standards for testing laboratories (ISO 17025). • Stay updated on environmental regulations and compostability standards. • Ensure all testing procedures and results comply with relevant standards and guidelines. • Schedule and participate in a proficiency testing program. • Ensure equipment is calibrated as required. 	15	
<p>C. Client interaction</p> <ul style="list-style-type: none"> • Liaise with clients to understand their testing needs, provide technical guidance, and present test results in a clear and concise manner. • Respond to inquiries from community members and other interested parties when needed. • Interpret and provide information and data related to program initiatives, processes, and policies. • Review, analyze, and interpret data and/or documents results for presentations and/or reporting to internal and external audiences. 	15	

Qualifications – Knowledge, Skills, and Abilities:	
Required Knowledge, Skills, and Abilities	
<ul style="list-style-type: none"> • Bachelor’s degree in Environmental Science, Waste Management, Soil Science, Chemistry, Biology, or a related field. • Strong analytical and problem-solving skills. • 3 – 5 years minimum experience. • Ability to manage several projects concurrently. 	
Preferred Knowledge, Skills, and Abilities	
<ul style="list-style-type: none"> • Experience with laboratory accreditation and certification processes. • Ability to work independently. • Proficiency in data analysis software, equipment troubleshooting. • Knowledge of the composting process and of compostable packaging. 	

Other – Knowledge, Skills, and Abilities:

- Job Requires Driving a State Vehicle
- Pre-employment Physical Assessment Required
- Pre-Employment Financial Check Required
- Independent travel is a core function of the job

Physical Effort/Demands:

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Operated:

- Various laboratory balances, meters, testing equipment, incubators, respirometers, plant growth chambers.

Working Environment:

The noise level in the work environment is typical of a working laboratory testing environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date