

**Job Title:** Wet Lab Technician  
**Job Level:** Part Time (Hourly) - 20 hours/week

**Job Summary:**

Greentown Labs has recently expanded to include an 1,800 sq. ft. wet lab facility within our three building campus. We are looking for a lab technician to support the safe and efficient operations of this facility.. This position will work closely with the Wet Lab Manager and VP of Operations and will play a key role in carrying out the day-to-day operations within the wet lab.

The ideal candidate will have some strength in laboratory services and hazardous waste handling. Prior experience in maintaining an adequate inventory of research lab glassware, materials, and laboratory equipment is also a plus. The ideal candidate will ensure effective operation of all common laboratory equipment, support startup members as needed, and ensure that all regulatory requirements are adhered to, be willing to learn and take on responsibilities not captured in this job description as the need arises in the areas of EH&S, facilities and purchasing.

**Primary Responsibilities of this Role:**

- Conduct daily walkthroughs to ensure wet lab space cleanliness and compliance, inspect member companies' hazardous waste containers, and check for maintenance and upkeep
- Maintain laboratory supplies (sterile, disposable and reusable glassware and plasticware, lab coats and miscellaneous materials)
- Manage temperature controlled asset storage and equipment emergency alarm system
- Responsible for overseeing purchasing of all gases and equipment needed for general lab use.
- Manage the movement and disposal of hazardous/flammable/biological waste to main accumulation area and coordinate the disposal of laboratory waste through 3rd party service providers
- Maintain laboratory records and work with various regulatory agencies as required
- Maintain and set up of common laboratory equipment such as vacuum pumps, incubators, glasswash as well as manage research equipment moves, installation, service, repair and schedule annual preventative maintenance contracts
- Oversee and assist in general repairs, maintenance and upkeep of the wet lab, support Greentown Labs VP of Operations and Facility Manager when needed
- Must be willing to be on call 24/7 in the event that an emergency alarm goes off.

**Required Skills and Experience:**

- Associate degree or Bachelor's degree in relevant field
- 1-4 years in supporting scientific research

- Knowledge of industrial safety, OSHA requirements, and hazardous waste management
- Familiarity with scientific equipment, including xx, yy, zz
- Excellent communication skills
- Basic computer skills and familiarity with Microsoft Office Suite and Google for Business
- RCRA, DOT and IATA certification a plus
- Familiarity and comfort with fast paced nature of a startup, with the ability to receive, prioritize and react to information with minimal oversight
- Meticulous attention to detail; strong planning and critical thinking skills with the ability to anticipate needs and actions
- Respectful, customer focused attitude; strong decorum and ability to be discreet
- Mission-driven individual who is fulfilled and motivated by the goal of supporting early stage entrepreneurs solving the world's biggest energy challenges
- Curious, eager to learn, and a team player; "no task is too small" mentality
- Ability to be on call after hours for urgent or emergency situations

**Recruitment Process + Next Steps:**

Please apply [here](#). Send your resume and a short cover letter covering the items listed below

1. Why you're a good fit (please reference your previous experience and areas of expertise) and why we would be excited to have you join us;
2. Your salary requirements;
3. Your LinkedIn profile; and
4. The date you're available to start.

**Equal opportunity:**

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.

**About Greentown Labs:**

Greentown Labs is a community of bold, passionate entrepreneurs creating game-changing energy technologies that transform the way we live, work, and play. Located in Somerville, Mass., and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in the United States, operating a 100,000 sq. ft. campus that enables entrepreneurs to solve today's biggest energy and environmental problems. Its mission is to enable a vibrant community of startups to realize their visions by providing access to the resources and labs they need to thrive.