



## Science Laboratory Coordinator

Science and Mathematics

SM/5

### JOB SUMMARY

This position is responsible for coordinating the operations of the science lab.

### MAJOR DUTIES

- Receives biohazard materials from a variety of departments; autoclaves materials in compliance with standards.
- Prepares culture media for microbiology labs.
- Prepares solutions for labs and refills bottles as needed.
- Maintains supply inventory; reorders as needed.
- Maintains list of all departmental chemicals.
- Cleans, maintains and repairs all laboratory equipment.
- Sets up lab classrooms; cleans up after labs.
- Washes glassware.
- Contacts vendors in regards to major equipment repairs.
- Assists students with projects.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the safe handling and disposal of microbiological materials and other biohazards
- Knowledge of autoclave operations
- Knowledge of the principles involved with working with live culture media.
- Knowledge of math.
- Knowledge of laboratory safety principles.
- Skill in the cleaning, maintenance and repair of laboratory equipment.
- Skill in the management of material inventories.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Dean assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include chemical still procedures, lab safety guidelines, and division and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied lab coordination duties. The volume of work to be performed contributes to the complexity of the position.

- The purpose of this position is to coordinate the operations of the science lab. Success in this position contributes to the efficiency and effectiveness of lab operations and to compliance with all policies and procedures.

#### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing or stooping. The employee frequently lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a science lab. The employee may be exposed to dust, dirt, grease, contagious or infectious diseases and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.