

## **SCIENCE LABORATORY COORDINATOR**

### **CLASS SUMMARY**

Under direction from academic and administrative staff, performs skills technical duties in the operation and maintenance of science laboratories; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Prepares materials and sets up equipment for use in student laboratory demonstrations, experiments, exercises and exams; prepares and issues materials and equipment for student use; performs specialized skilled and technical duties to assure efficient lab operations; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of lab exercises and experiments; implements new or modified policies and procedures as required; analyzes changes in laws and new regulations governing hazardous materials, health and safety, water and air quality, and waste disposal as a basis for new and revised laboratory procedures; and subsequently recommends improvements and modifications in laboratory procedures and operations; implements procedures to comply with federal, state and local hazardous wastes, and security; responds to lab emergencies including injuries and chemical spills; orders and maintains inventory of chemicals, materials, supplies, and equipment; maintains proper rotation and storage of materials; receives shipments and verifies contents; assembles and tests new equipment; performs routine maintenance and minor repairs on lab equipment; arranges for major repairs according to established procedures; participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; acquires, handles, and maintains live animals, plants and other organisms; routinely inspects and/or tests safety equipment and supplies in each laboratory; prepares special instructions for non-routine and complex assignments; prepare and maintains various records and reports related to lab operations and activities as required; provides general support for the laboratory rooms including observing and submitting work orders on leaks, hazards, lighting levels and overall appearance; keeps current on matters concerning safety, hazardous materials management, and waste disposal in academic institutions use of maintenance of equipment, and purchasing management; selects, trains, schedules and supervises paid student workers and other personnel as assigned; assigns duties and evaluates job performances; responds to inquiries and requests for information; maintains current computerized inventory and other files as required by regulatory agencies.

### **ORGANIZATIONAL RELATIONSHIPS**

This Science Laboratory Coordinator receives direction from academic and administrative staff and exercises functional and technical supervision over student and part-time assistants. The Science Laboratory Coordinator serves as liaison between the department and vendors of

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT      CLASS SPECIFICATION

**SCIENCE LABORATORY COORDINATOR (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

materials for science laboratories.

**Training and Experience**

Bachelor's degree from an accredited college or university with a major in biological or a physical science or equivalent, and two years of experience in a biological or a physical science laboratory.

**Knowledge and Abilities**

Knowledge of: Subject matter and techniques related to assigned laboratories; principles, practices and methods of laboratory operations; principles and practices of hazardous materials management, health and safety, and hazardous waste disposal; operational computer skills; functional characteristics of modern laboratory apparatus, equipment and materials pertaining to assigned laboratories; advanced mathematical principles and scientific concepts; care and maintenance of live animals, plants, and other organisms.

Ability to: demonstrate correct laboratory methods, practices and techniques; correctly and efficiently set up lab equipment and prepare materials used in exercises and experiments; stay apprised of current regulations relating to health and safety, hazardous materials, and hazardous waste disposal; interpret regulations, rules, material safety data sheets, and other standards relating to laboratory procedures and practices; generate computerized inventory report and files; understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment in assigned laboratories; handle, care for, and display living organisms; interpret and apply administrative policies, procedures, rules and regulations; select, train, assign work to, and evaluate assigned staff (student assistants and instructional aides); communicate clearly and concisely in English, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.