

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

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.