

TITLE: <u>Senior Laboratory Technician</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA556</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform a variety of technical laboratory procedures to ensure proper preparation, execution and maintenance of scientific laboratory equipment, experimental tests and related activities in a teaching laboratory at the University.

ESSENTIAL JOB FUNCTIONS

- Set-up and review a variety of technical experimental tests and procedures used in a teaching laboratory. Prepare a wide variety of chemical solutions, bacteriological culture media, reagents and pharmacologicals used for instruction. Assist faculty in the execution, teaching and operation of laboratory exercises.
- Maintain a wide variety of scientific apparatus and equipment, e.g. microscopes, centrifuges, spectrophotometers, autoclaves, balances, microcomputers, oscilloscopes and digital multimeters. May repair, calibrate and install laboratory equipment for demonstration and instructional purposes. Dispose of biohazardous materials and properly store supplies and equipment.
- Monitor and maintain laboratory equipment and supply inventory. Order and restock necessary chemical solvents, reagents, drugs, scientific apparatus and other experimental supplies and equipment for instructional/research laboratories. Maintain inventory records and prepare related requisition orders. May pick-up and distribute materials from University Central Stores or Medical Science Stores.
- Provide technical assistance to faculty and students in teaching laboratory procedures as well as basic instruction in microcomputer operation and software application. Proctor student examinations; distribute curriculum guidelines, lecture notes and laboratory supplies; evaluate student laboratory performance. Provide training and answer questions pertaining to basic laboratory skills, procedures and safety.
- Train and instruct subordinate Laboratory Technicians and College Work Study students in appropriate scientific methods, techniques and procedures. Schedule and assign routine laboratory tasks; review for completeness and accuracy.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This senior classification level is designed to perform a variety of technical laboratory procedures in a teaching laboratory at the University. Work activities necessitate the ability to handle multiple routines which are procedural in nature and the ability to operate a wide variety of scientific apparatus and equipment. Work activities include preparation, execution and maintenance of laboratory supplies, equipment and experimental tests. The incumbent is expected to maintain and operate specialized scientific technical equipment, e.g. microscope, centrifuge, oscilloscope, spectrophotometer, microcomputer, etc. Functional supervision may be exercised over a small number (1-3) of Laboratory Technicians or College Work Study students. Work activities are performed given the following working condition factors, i.e. extremely light physical effort, fair environmental conditions (fumes and variations in temperature), minimal hazards and normal sensory attention. This classification is assigned to a teaching laboratory in a School or College at the University. This classification reports to and receives work direction from a faculty member or an academic administrative professional.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience. Coursework in biology and/or chemistry with considerable exposure to scientific laboratory equipment and experience with laboratory methodology and procedures. Two years of college coursework in basic sciences preferred.
- Reasonable knowledge of and experience in the handling and safety of biohazardous chemicals and reagents.
- Reasonable knowledge of and experience applying methods, techniques and procedures used in a teaching laboratory.
- Ability to observe, analyze and report in detail the results of experimental tests and demonstrations.
- Ability to follow complex oral and/or written instructions; keen attention to detail in order to question and identify problems that should arise.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions as a Laboratory Technician, Laboratory Aide or assistant in a clinical laboratory.