

TITLE: <u>Laboratory Aide</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA517</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform standardized work routines providing general maintenance and custodial service of equipment, materials and supplies for a teaching and research laboratory facility in a School, College or Division of the University.

ESSENTIAL JOB FUNCTIONS

- Collect, clean and sterilize glassware and related materials from an assigned teaching and research laboratory. Maintain cleanliness of laboratory equipment and facility. Operate washing and sterilizing equipment, e.g. dishwasher, autoclave, drying ovens, sterilizers, pipet plugger etc.
- Provide delivery of equipment and supplies to appropriate laboratory facility and arrange as necessary. Maintain stockroom facility. Equip and stock storeroom facility according to established procedures. Package teaching supplies for laboratory instruction.
- Provide functional work direction of assigned tasks to a small number (1-3) of student and part-time temporary support personnel. Assign and monitor work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level classification is designed to perform standardized work routines operating basic equipment and machines to provide maintenance and custodial service of equipment, materials and supplies utilized in a teaching and research laboratory facility. Work activities involve thinking within detailed standard practices, instructions and supervision. Functional supervision may be exercised over a small number (1-3) of student and part-time support personnel. Work activities are performed given the following working condition factors; i.e. light physical effort (transport and place objects), good environmental conditions, minimal hazards and above normal sensory attention (monitor for broken and chipped glassware). This classification is generally assigned to a teaching and research laboratory facility in a School or College of the University. This classification reports to and receives work direction from a supervisory staff position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge or experience with laboratory equipment and apparatus preferred.
- Ability to handle wet, slippery glassware safely.
- Keen attention to detail.
- Ability to communicate effectively with others.
- Typically, incumbents have worked in a laboratory setting.

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