

TITLE: <u>Laboratory Technician</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA555</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>3</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform routine laboratory tasks to ensure proper preparation, set-up and maintenance of laboratory supplies, equipment, experimental tests and procedures in a teaching laboratory at the University.

ESSENTIAL JOB FUNCTIONS

- Set-up and review experimental tests and procedures as used in a teaching laboratory. Prepare chemical solutions, media, reagents and samples, e.g. stained hematology slides used for instructional purposes. Assist faculty in the execution of all laboratory tests and procedures.
- Perform routine laboratory maintenance, e.g. replace fuses, bulbs, filters, etc. Wash and sterilize glassware and related experimental equipment; dispose of biohazardous materials; properly store supplies and equipment.
- Maintain laboratory equipment and supply inventory. Order and restock necessary chemical solvents, reagents, drugs and other experimental supplies. Maintain records and prepare related requisition orders. May pick-up and distribute materials from University Central Stores or Medical Science Stores.
- Assist faculty and students in teaching laboratory procedures. Proctor student examinations; distribute notes and technical supplies; evaluate student laboratory performance. Provide training and answer questions pertaining to basic laboratory skills, procedures and safety.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level classification is designed to perform routine laboratory procedures in a teaching laboratory at the University. Work activities necessitate the ability to perform vocational or procedural routines as well as the ability to operate specialized equipment. Work routines include preparation, set-up and maintenance of laboratory supplies, equipment and experimental tests. The incumbent may be expected to operate and maintain technical and scientific equipment, i.e. centrifuge, microscope, autoclave and spectrophotometer. Work activities are performed given the following working conditions factors, e.g. extremely light physical effort, good environmental conditions, moderate controllable hazards (radioactive or carcinogenic materials) 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 significant exposure to scientific laboratory equipment and experience with laboratory techniques. Some undergraduate coursework in basic sciences preferred.
- Some knowledge of and experience in the handling and safety of biohazardous chemicals and reagents.
- Some knowledge of and experience applying methods, techniques and procedures used in a teaching laboratory.
- Ability to perform procedural work routines and operate specialized scientific equipment.
- Ability to follow 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 Laboratory Aide positions.