CLASS SPECIFICATION
Life Science Laboratory Specialist

FLSA Status: Nonexempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, maintains and manages a Life Science laboratory; coordinates and prepares materials for laboratory exercises; orders, stores and inventories lab materials, supplies and consumables; maintains safety and cleanliness of lab equipment and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Life Science Laboratory Specialist is responsible for overseeing and maintaining a Life Science laboratory including maintaining an inventory of required materials, supplies and consumables and preparing and setting up equipment and materials for laboratory exercises. The incumbent is responsible for ensuring the safety and cleanliness of laboratory equipment and facilities. Work assigned requires a detailed knowledge of the scientific subject matter applicable to the assignment and the ability to assist in providing instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Maintains, manages, oversees and coordinates the activities of a large life sciences laboratory supporting instruction in biology, physiology, biology, chemistry and human anatomy; coordinates, prepares and sets up equipment and materials for laboratory exercises and experiments; prepares a variety of reagents and chemical solutions; sets up specimens and anatomical models; takes down, cleans and stores equipment and materials following experiments; assists faculty in conducting laboratory classes and experiments; checks equipment, instruments and anatomical models to ensure proper operational conditions; makes minor repairs and recalibrates equipment.

2. Determines types and amounts of materials and supplies to order for laboratory classes, exercises and experiments; prepares requisitions to establish open purchase orders for materials and supplies; orders lab equipment; orders, receives, stores and maintains inventory of lab chemicals, bone and skull boxes, laboratory kits, materials, supplies and models.

3. Ensures proper maintenance and cleanliness of lab equipment and facilities to ensure the health and safety of students, faculty and staff; ensures proper handling, storage, sterilization and disposal of chemicals, biological hazards and specimens in accordance with all state and federal requirements; maintains an up-to-date chemical inventory log for Fire department inspection.
4. Maintains and controls various departmental accounts including instructional supplies, duplicating, equipment repair and instructional equipment; schedules the maintenance and repair of laboratory equipment and instruments.

5. Prepares and maintains a variety of lab records; files and consults material safety data sheets; maintains records of student worker hours.

6. Supervises work study students assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; trains new stockroom workers in the setting up of labs for different courses; provides performance feedback; prepares and submits time cards for student workers.

OTHER DUTIES
1. Attends a variety of meetings, training sessions, seminars and workshops as required.

QUALIFICATIONS

   Knowledge of:
   1. Theory, principles, laws and scientific fundamentals applicable to assigned responsibilities in a life sciences laboratory, including biology, physiology, biochemistry, chemistry and human anatomy.

   2. Uses of various chemicals, biological specimens and solutions in reinforcement of science classroom instruction.

   3. Use and operation of standard life science laboratory equipment.

   4. Laboratory safety rules, practices and procedures, including the storage and disposal of specimens, chemicals and hazardous materials in accordance with state and federal laws and regulations.

   5. Standard formulas and equations, solutions, substances, weights and measures, reactions and symbols applicable to the assigned science subjects areas and laboratory.

   6. Correct English usage, including spelling, grammar and punctuation.

   7. Administrative practices and procedures, including purchasing, record keeping and filing practices and procedures.

   Ability to:

   1. Assist instructors in planning, organizing and preparing classroom and laboratory materials and experiments.

   2. Demonstrate the safe and efficient operation of specialized life science lab instrumentation and equipment.

   3. Operate a variety of equipment including balances, burners, magnetic stirrers, auto-tutorial equipment, microscopes, ovens, pH meters, microcomputers, spectrophotometers and centrifuges.

   4. Understand, interpret, explain and apply scientific and technical information and materials.
5. Follow and instruct others on established laboratory safety rules, practices and procedures.

6. Operate a computer and other standard office equipment.

7. Calculate figures and amounts such as proportions, percentages, area, circumference, and volume quickly and accurately.

8. Organize, set priorities and exercise sound judgment within areas of responsibility.

9. Organize and maintain records and files.

10. Communicate clearly and effectively, both orally and in writing.

11. Understand and follow written and oral instructions.

12. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

13. Establish and maintain effective working relationships with College management, faculty, staff, students and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in Life Science or a closely related field; and at least one year of experience working with college-age students in an organized, educational environment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
None.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.
Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District management, faculty, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a lab setting and is exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards and risk of electrical shock. The noise level can be moderately loud.