

Classification Specification: Laboratory Technician

Classification Number: 86111
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Prepares and maintains labs for all chemistry, physics, geology, astronomy and other classes as needed. Takes inventory and orders lab equipment and supplies. Maintains proper storage of chemicals and technical equipment.

Essential/Primary Duties

- Sets up all classroom labs as requested.
- Cleans and maintains labs after classes by washing and putting away glassware, equipment and supplies.
- Reviews information regarding upcoming labs with supervisor and decides with supervisor which labs and procedures to use for set-up.
- Checks inventory, orders and prepares supplies and chemicals for upcoming labs.
- Tests and performs lab procedures and equipment uses to identify areas for improvement.

Experience and Education

Experience

- Zero to three months related experience required

Education

- High school diploma required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Knowledge of basic science and scientific methods

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None