



Job Title: Laboratory Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 108
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position coordinates the operations of an assigned lab and works with faculty to ensure educational aspects and objectives are achieved. Duties may include: managing the usage of laboratory equipment and media to meet student and faculty needs; assisting faculty in developing laboratory assignments; determining supplies and materials necessary for experiments; managing an assigned budget; managing inventory through purchases and verification; coordinating and assisting students in lab exercises; and preparing and revising laboratory operations manuals.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Develops lab programs based on Department needs which includes: developing lab curriculum; determining what instructions and lab procedures must be written; instructing lab users; and maintaining and ensuring compliance with applicable laboratory procedures.
- Monitors a laboratory budget; verifies purchases and expenses.
- Coordinates and participates in the set-up of laboratory materials, equipment, and other applicable items in support of lab exercises; documents exhibitions and experiments; monitors activities of assigned lab; and ensures the safety and security of facility.
- Organizes the cleaning, maintenance, and upkeep of the laboratory facilities; orders inventory and supplies when necessary; and schedules necessary laboratory equipment repairs.
- Oversees lab preparation and purchases.
- Prepares and maintains laboratory operation manuals; provides training in lab safety which might include training on hazardous waste management or chemical solution preparation; prepares and reviews a variety of laboratory records and reports.
- May hire, train, and supervise staff; fills in for staff as needed.
- Develops regulations, policies, procedures, and processes for lab.
- Performs other duties as assigned.

Prepared: February 2023

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area; two (2) years of related work experience in a laboratory environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laboratory equipment and materials in assigned area;
- Equipment and materials related to area of specialty;
- Applicable federal, state, and local laws, rules, and regulations;
- Lab program development practices;
- Inventory management principles;
- Basic budgeting principles;
- Teaching principles and practices;
- Chemical solutions and proper storage if applicable;
- Sterilization techniques; and
- Computers and related software applications.

Skills in:

- Setting-up, troubleshooting, operating, and repairing laboratory equipment;
- Organizing and maintaining labs;
- Monitoring a budget;
- Developing curriculum;
- Providing instruction;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Monitor and evaluate employees.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, and oils.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.