



Job Title: Laboratory Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position maintains an assigned laboratory and provides direction to students in the laboratory environment. Responsibilities may include: answering student questions regarding lab processes and/or equipment; purchasing and maintaining necessary supplies; preparing materials for labs; installing, setting up, maintaining, storing, and disposing of equipment and supplies; coordinating, maintaining and monitoring records; directing the work of student assistants; and preparing student assignments.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Provides direction to students in labs, on student projects and/or with related assignments such as: grading lab reports; maintaining student records; participating in updating lab experiments; and preparing related lab information.
- Sets-up/breaks down equipment and prepares materials for specific lab exercises.
- Cleans and organizes lab facility; monitors and maintains applicable equipment, supplies, information technology items, and/or inventory; orders equipment and supplies; and operates applicable equipment to ensure proper functionality.
- Enters a variety of information and data into applicable spreadsheets and/or databases.
- Organizes the cleaning, maintenance, and upkeep of the laboratory facilities; properly disposes of any leftover supplies, containers, and equipment; and schedules necessary laboratory equipment repairs.
- Creates, maintains, and ensures compliance with applicable laboratory procedures.
- Safely maintains, mixes, and stores chemical reagents needed for lab activities; handles disposal of sharps and broken glass; safely stores chemical hazardous waste according to federal, state, and local laws and regulations; safely disposes of hazardous waste as required by laws and regulations; and maintains chemical and hazardous waste records.
- Selects and trains assigned workers.
- May travel between campuses for picking up and returning equipment, chemicals, and supplies.

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- May maintain laboratory stock bacterial cultures depending on assigned area.
- Assists faculty with any requests involving modifications of labs or acquiring new reagents/equipment.
- Prepares quotes for grant purchases.
- Prepares and maintains a variety of operational records and reports.
- Performs other duties as assigned.

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;
- Applicable federal, state, and local laws, rules, and regulations;
- Inventory 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;
- 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:

- Apply regulations, policies, procedures, and processes.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida Driver’s License.

BSLII Certification desired depending on assignment.

OSHA certification as needed.

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.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X

Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	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.	<u>X</u>	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.	<u>X</u>
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.	<u>X</u>
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.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
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.	<u>X</u>
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.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

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.
Work may require some travel between campuses.

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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

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.