

Job Title: OPS Laboratory Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents maintain an assigned laboratory and provide 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.

Requirements:

Education:

Bachelor's in field related to area of assignment.

Experience:

Two years experience in a laboratory environment.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Laboratory equipment and materials;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Inventory principles;
- Teaching principles and practices;
- Chemical solutions;
- Sterilization techniques;
- Computers and related software applications

Skills:

- Setting up, troubleshooting, operating, and repairing laboratory equipment;
- Organizing and maintaining labs;
- Applying regulations, policies, procedures, and processes;
- Providing instruction;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, and oils.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Provides direction to students in students labs, on students projects and/or with related assignments which includes grading lab reports, maintaining student records, participating in updating lab experiments, and preparing related lab information.	Daily 30%
2.	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.	Daily 30%
3.	Enters a variety of information and data into applicable spreadsheets and/or databases.	Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
		10%
4.	Organizes the cleaning, maintenance, and upkeep of the laboratory facilities; orders inventory and supplies when necessary; and schedules necessary laboratory equipment repairs.	Daily 10%
5.	Creates, maintains, and ensures compliance with applicable laboratory procedures.	Daily 10%
6.	Prepares and maintains a variety of operational records and reports.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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