
Functional Title:	Laboratory Coordinator	Job Code:	0016-CS330
Classification Series:	Laboratory	Band/Zone:	F1
Department:	Academic Affairs	FLSA:	Non exempt
Date:	July, 1999		

General Function:

Performs a variety of custodial and clerical tasks related to supporting the daily operations of a laboratory.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Serves as lead worker, organizes laboratory work areas, equipment and supplies; cleans work area and equipment.
- 2) Assists in the enforcement of rules and regulations.
- 3) Oversees staff and student workers; assigns duties, monitors work and trains employees.
- 4) Monitors equipment inventories and fills out requisitions to order supplies and equipment. Receives and stores all laboratory equipment and supplies.
- 5) Maintains and operates laboratory equipment. Schedules equipment maintenance and repair.
- 6) Transports materials that may include food, utensils, or animals to and from laboratory.
- 7) May feed, water, clean cages, and monitor health of laboratory animals.
- 8) May assist in student lab set-up and clean up.

Reporting Relationships:

Direction Received: Reports to Animal Facilities Supervisor or Department Chair.

Direction Given: Functional guidance to student and/or classified employees on an on-going basis.

Minimum Requirements:

Requires six months of related course work beyond high school and one year of laboratory experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of laboratory procedures; ability to maintain records; requires driver's license.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of material weighing 25 to 50 pounds. Some exposure to unpleasant elements which are particularly disagreeable. Some element of personal risk due to handling of chemicals, hot water, and/or animals.