

CHEMISTRY LABORATORY COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	PEU Local One	62	11/21/00	Classified	1 of 2

DEFINITION: Under general supervision of a manager, plans, organizes, and coordinates laboratory activities for a college chemistry department; assists in department budget preparation and administration; orders, receives, stores, issues and inventories supplies and equipment; repairs, maintains, and calibrates laboratory equipment and instruments; coordinates and maintains the operation of chemistry facilities; may serve as lead worker for other classified staff; hires, supervises and directs student assistants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: Incumbents in this classification work independently, and have primary responsibility for ensuring the safe and efficient day-to-day operation of the college chemistry department's laboratories.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following: Procures supplies and equipment; researches products, prepares and analyzes bids, purchases required items, receives shipments and verifies contents, assembles, tests and installs new equipment and instruments; maintains, properly controls and stores a sufficient inventory of supplies and equipment in laboratory facilities; monitors and controls expenditures through on-line computing system to ensure compliance within established budget; prepares cost estimates for budget recommendation; submits justifications for budget items; maintains student billing records to recoup losses for missing or broken supplies and equipment; provides technical support and serves as a resource to faculty, students, and staff; directs or personally performs the timely preparation, set-up and issuing of materials, chemicals, equipment and lockers for use in student laboratory demonstrations, experiments, exercises and exams; performs complex skilled technical duties to assure efficient lab operations; coordinates the operation and maintenance of instructional labs; participates in the planning for implementation of lab exercises and experiments; implements new or modified laboratory policies and procedures as required; prepares special instructions for non-routine and complex assignments; designs, constructs, adapts, tests, and maintains equipment, interface computer systems and apparatus in the laboratory; prepares, tests, adjusts, modifies, performs routine maintenance on and calibrates a variety of scientific instruments; trouble-shoots instrumentation problems and makes minor repairs or arranges for service repair; trains the student assistants in the safe and proper use of laboratory equipment, and hazardous materials; develops, implements and maintains departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, and hazardous waste regulations in addition to the District's Environmental Health and Safety policies; recommends environmental, health and safety-related improvements and modifications in laboratory procedures and operations; establishes and enforces laboratory safety procedures; routinely inspects and/or tests safety equipment and supplies; responds to laboratory emergencies including injuries and spills of hazardous materials; may function as the Chemical Hygiene Officer for the college chemistry department; may serve as a lead worker for other classified staff in the area; hires, trains, supervises, evaluates and arranges pay for student employees and independent contractors; provides general support for the facility including observing and submitting work orders for problems related to leaks, hazards, lighting and overall appearance; may travel to various sites and vendors for supplies and equipment; maintains up-to-date knowledge on matters concerning and impacting college chemistry department, hazardous materials management, health and safety, and hazardous waste management, use and maintenance of equipment and purchasing management; performs other related duties as assigned.

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MINIMUM QUALIFICATIONS:

Knowledge Of: Methods, techniques and procedures used in the planning, development and delivery of a college chemistry laboratory program; subject matter and theoretical principles in chemistry; equipment, materials, supplies, and laboratory methods, practices and techniques used in chemistry; tools, materials and equipment used in the repair, calibration, and maintenance of technical laboratory equipment and instruments; principles, practices, and environmental health and safety regulations necessary to use and dispose of hazardous materials or work with laboratory equipment; functional computer skills; principles of record keeping, budget and revenue control;

Ability To: Organize, coordinate, plan and prioritize laboratory activities; research, adapt, and apply laboratory methods, practices and techniques common to chemistry; perform routine and analytical work needed to prepare reagents, solutions, equipment, and materials for laboratory assignments; correctly and efficiently set up lab equipment and materials used in exercises and experiments; understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical instruments; safely handle, store and dispose of hazardous materials; update knowledge in keeping with changing environmental health and safety regulations; generate and maintain accurate computerized records, databases, reports, and files; perform administrative work accurately and efficiently, including budget monitoring and assisting in budget preparation; interpret and apply policies, procedures, rules and regulations; work independently; communicate effectively both orally and in writing; hire, train, direct and evaluate the work of others; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of a BS degree from an accredited college in a physical or biological science, with successful completion of courses in general chemistry (one year) and organic chemistry (one year).

Experience: Equivalent to at least two (2) years full-time experience as a laboratory technician in a college, public health, hospital, clinical or research laboratory performing chemical tests, with experience supporting instructional laboratories highly desirable.

License/Certification: A valid Class C California Driver's License. Must obtain a valid Red Cross First Aid and CPR certificate by time of appointment to position.

Actions: Initial adoption by the Governing Board on 11/21/2000.