

Science Laboratory Coordinator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1205	Non-Exempt	Professional	PEU Local One	62	09/27/02	Classified	1 of 2

DEFINITION: Under general supervision of a Dean or Department Chair, plans, organizes, and coordinates laboratory activities for a science department which may include off campus sites; 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 science facilities which may include an audio tutorial center; may serve as lead worker for other classified staff; hires, supervises and directs student assistants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This classification of Science Laboratory Coordinator is distinguished from the Science Laboratory Technician I and II. A Science Laboratory Technician I and II performs a variety of laboratory “set-up” tasks, laboratory scheduling, ordering of supplies, and working with faculty to ensure that students using the lab have the materials and equipment needed to complete their experiments. A Science Laboratory Coordinator provides lead direction for the safe and efficient day-to-day operation of multiple science department’s laboratories in a variety of disciplines and coordinates a response to critical health/safety emergencies. The Science Laboratory Coordinator supervises the work of classified staff and student workers.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include but are not limited to, the following:

- Coordinates the operation and maintenance of instructional labs; 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.
- 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; 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, hazardous waste regulations (both biological and chemical) in addition to the District’s Environmental Health and Safety policies.
- Serves assigned SEMS (Standardized Emergency Management and Earthquake Response) role in emergencies.
- 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, controls and stores a sufficient inventory of supplies and equipment in laboratory facilities including live and time sensitive materials.
- Monitors and controls expenditures through an on-line computing system to ensure compliance within established budget; prepares cost estimates for budget recommendation; submits justifications for budget items.
- 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



Science Laboratory Coordinator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1205	Non-Exempt	Professional	PEU Local One	62	09/27/02	Classified	2 of 2

including injuries and spills of hazardous materials.

- Aids in the security of laboratory equipment; may travel to various sites and vendors for supplies and equipment; maintains up-to-date knowledge on matters concerning and impacting college science department, hazardous materials management, health and safety, and hazardous waste management; use and maintenance of equipment and purchasing management.
- 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 supervise or direct the work of classified staff.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of: Methods, techniques and procedures used in the planning, development and delivery of a college science department laboratory program; subject matter and theoretical principles in chemistry or biology, equipment, materials, supplies, and laboratory methods, practices and techniques used in chemistry or biology; 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; and, safe and defensive driving techniques.

Ability To: Organize, coordinate, plan and prioritize laboratory activities; research, adapt, and apply laboratory methods, practices and techniques common to science; 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 in Biological Science or Chemistry with a minimum of 2 years of chemistry coursework from an accredited college.

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 chemistry tests or biological tests, with experience in safety.

License/Certification: A valid Class “C” California Driver’s License and acceptable driving record.

Physical Requirements: Ability to lift and move 30 lbs. (Set up microscopes, move equipment and supplies).

Actions: Newly created classification. Adopted by the Governing Board on 09/26/02.