

COLLEGE LABORATORY SERVICES SPECIALIST

KIND OF WORK

Professional work in a state college laboratory or facility.

NATURE AND PURPOSE

An employee in this class, under moderate supervision, performs specialized work in state college science laboratories, green-houses, animal rooms, or similar college facilities. Employees are responsible for the coordinating of classroom and laboratory portions of the college curriculum by providing in a single source, the supervision of the laboratory facilities and a central communication link through which faculty and students can gain ready access to such facilities. Responsibilities are of an encompassing nature including such areas as supervision, training, instructing, inventory control, budget, museum preparation, experimental animal management and greenhouse management. The employee has considerable latitude for decision-making in his/her delegated areas of responsibility although general direction is provided by the academic chairman.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises laboratory experiments and assists students and faculty in the proper usage of equipment.

Supervises work study personnel and coordinates work study positions in the area of assignment.

Conducts equipment and supply inventories, maintains up-dated supply catalogs and works with the professional staff to determine needed supplies to effectively recommend budget needs.

Orders, receives, and processes all incoming supplies to control the location and distribution of chemicals and equipment.

Repairs technical and delicate instruments or contacts companies to do so.

Establishes safety and security procedures in the storage and transport of supplies.

Operates scanning and transmission electron microscopes, prepares, embeds sections and shadow casts material.

Collects, prepares, and identifies animal and other display specimens for the museum.

Inspects incoming animals for signs of disorder, imposes guarantee policies and determines and administers proper medication.

Determines animal feeding and breeding schedules and makes regular inspections to control diseases.

Determines plant growth and conditions, propagates, transplants, fertilizers, illuminates and diagnoses and treats abnormalities in greenhouse plants.

Maintains a health colony of bone cleaning Dermestid beetles for use in preparation of skeletons.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of professional laboratory principles, techniques, and operation of sophisticated laboratory equipment in area of assignment.

Working knowledge of the basic principles and practices used in diagnosing and treating plant and animal diseases.

Working knowledge of tools and techniques used in specimen preparation.

Knowledge of first-aid administration.

Skill in:

Skill and manual dexterity in the assembling, handling and repair of delicate laboratory equipment.

Manipulative techniques in following standard scientific laboratory methods.

Ability to:

Perform autopsies.

Plan, assign, and supervise the work of others and to instruct them in principles, methods and procedures.

Plan, keep inventory and maintain laboratory review and supply systems.

College Laboratory Services Specialist

Class Specification

Page 3

Work independently, assume responsibility and exercise initiative in area of assignment.

Understand and to follow oral and written directions, formulae and charts.

Establish and maintain effective working relationships with students, faculty and purchasing vendors.

Est.: 10/74

Ckd.: 8/92

T.C.:

Former Title(s):