

SCIENCE LABORATORY SUPERVISOR I

NATURE OF WORK

This is supervisory and technical work in the day-to-day coordination of support activities for an undergraduate science laboratory program.

Employees of this class are responsible for the day-to-day coordination of support activities of an undergraduate science laboratory program. Work involves the supervision of subordinate technical staff in the performance of laboratory support activities; ensuring that laboratory operations are in accordance with departmental policy and solving problems encountered on a day-to-day basis. Work may also include the supervision of staff providing audiovisual support. Supervision is exercised over technical subordinates. Work is performed under the direction of a technical supervisor and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates laboratory support activities; ensures that necessary equipment, supplies and specimens are available for laboratory sessions in accordance with laboratory schedule; prepares purchase requisitions; obtains materials requested on an emergency basis.

Supervises subordinate technical staff in the performance of laboratory support activities; participates in the selection of staff; assigns staff to laboratory sessions; modifies staff assignment schedule as a result of staff absence; provides instruction to subordinate staff regarding laboratory changes; provides training to staff, as required; ensures that safety procedures are followed.

Oversees laboratory operations to ensure that support services provided are in accordance with departmental policy; discusses unusual requests from faculty members with immediate supervisor; implements new laboratory support policy, as required; discusses faculty member complaints with immediate supervisor and takes necessary action.

Reviews problems referred by subordinate staff; advises staff on appropriate action; refers unusual or policy problems to immediate supervisor.

May supervise staff members performing audiovisual support duties; ensures that audiovisual equipment is set up at requested time and location; oversees minor maintenance of audiovisual equipment; completes requisitions for equipment repairs; recommends the purchase of new or replacement equipment.

Supervises and participates in the preparation of culture media, cultures of micro-organisms and chemical reagents; washes and sterilizes glassware and other equipment required for experiments; maintains a supply of stock cultures.

Supervises and participates in departmental supply and equipment inventory; prepares and maintains inventory records.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in laboratory work supplemented by supervisory experience; graduation from high school supplemented by the successful completion of University course work at the third year level in the field of assignment; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the methods, materials and techniques used in laboratory work.

Considerable knowledge of the operation and maintenance of laboratories.

Knowledge of the operation and maintenance of audiovisual equipment.

Knowledge of the principles of natural sciences.

Ability to operate and provide maintenance to a variety of laboratory and audiovisual equipment.

Ability to plan, organize, schedule and supervise the work of subordinates.

Ability to establish and maintain appropriate records and to make written formal reports.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with subordinates, students and faculty members.

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Confirmed: 2004.01.05