

SCIENCE LABORATORY SUPERVISOR II

NATURE OF WORK

This is administrative, supervisory and technical work in directing the support activities of an undergraduate, graduate and research science laboratory program.

Employees of this class are responsible for planning, organizing and supervising the support activities of an undergraduate, graduate and research science laboratory program. Work includes developing and preparing semester laboratory schedules; estimating and compiling budgetary requirements for laboratory supplies and equipment; ensuring the maintenance and repair of laboratory equipment; advising faculty members on laboratory requirements and maintaining liaison with external supplier representatives. Supervision is exercised over technical subordinates. Work is performed with technical independence under the direction of an administrative superior and is reviewed through conferences and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes and supervises the support activities of an undergraduate, graduate and research science laboratory program; supervises technical staff; participates in the selection of staff; provides training to staff; reviews staff performance and recommends confirmation; resolves unusual technical problems.

Develops and prepares laboratory schedules on a semester basis; discusses laboratory sessions required with faculty members; allocates appropriate laboratory room based upon estimated class size; prepares time schedule based upon course slots; advises staff of laboratory schedule; provides information to staff regarding laboratory changes.

Estimates supply requirements based upon anticipated enrollment levels; compiles budgetary requirements for laboratory supplies and equipment for discussion; reviews estimated number of laboratory sessions and class sizes; estimates various types of laboratory supplies required; contacts various suppliers to obtain availability and cost information; prepares purchase documents; reviews equipment needs for laboratory program; prepares equipment purchase requests for discussion.

Ensures that laboratory equipment is maintained in good working condition; prepares work orders to request equipment maintenance and repair; discusses special services, as required.

Discusses laboratory requirements with faculty members; obtains information regarding specialized materials or supplies required; discusses laboratory facilities assigned to sessions; advises faculty members of laboratory support policy; discusses unusual requests or complaints received from faculty members with administrative superior.

Supervises the safe storage of hazardous materials; ensures that safety policies are followed by staff.

Maintains liaison with external supplier representatives; obtains price quotes for materials and equipment purchases; requests discount prices for bulk purchases; discusses damaged materials or equipment received; ensures that up-to-date supplier catalogues are available.

May supervise staff members performing audiovisual support duties; ensures the proper maintenance of audiovisual equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in laboratory work, including supervisory experience; graduation from a four-year college or university with major course work in the field of assignment; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of the operation and maintenance of laboratories.

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

Considerable knowledge of types of supplies, materials and equipment used within the area of assignment.

Considerable knowledge of University regulations and procedures relating to purchasing, inventory control, budgeting and safety.

Considerable knowledge of the principles of natural sciences.

Knowledge of office and clerical methods and procedures.

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

Ability to prepare operating and statistical tabulations and reports.

Ability to understand and follow complex oral and written instructions.

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

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

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