

CHEMISTRY/BIOLOGICAL SCIENCE LABORATORY COORDINATOR

DEFINITION:

Under general direction, to prepare and organize materials and equipment for Biology and Chemistry labs; to dismantle and clean up lab materials; to order, grow, collect, maintain inventory, and maintain records of supplies, equipment, cultures and specimens; to assist in annual budget planning and tracking for the labs; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification requires technical understanding of the principles and procedures of specific laboratory class activities, and administrative skills to order, assist in budgeting for, and maintain inventory and records of lab supplies, equipment, specimens, cultures and materials, used in chemistry, biology, zoology, anatomy, botany, and ecology labs including nursing program labs. This class is responsible for the safe storage, use and disposal of hazardous and infectious materials used in laboratory classes.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Prepares, sets up and organizes materials and equipment for Biology and Chemistry labs including calculating, measuring, mixing, dispensing and labelling chemicals and reagents, assembling equipment and other materials for class use, and preparing media and microbial agents; sets up lab experiments for classroom demonstrations;
- Reviews syllabi and textbooks, and discusses lab class needs and experimental procedures with instructors to determine needed preparation and supplies, and improve student learning; assists with practicums;
- Dismantles and cleans up lab materials and equipment including cleaning of glassware, equipment, and lab surfaces, proper disposal of hazardous and infectious materials, and restocking;
- Recommends equipment, supply and materials costs for annual lab budget; maintains financial records of eleven accounts used by Biology and Chemistry departments;
- Orders and receives all supplies and equipment required for labs; purchases local supplies as authorized; schedules and requisitions service for equipment and cadaver disposal;
- Maintains inventory of chemicals, equipment and supplies, including MSDS records;
- Maintains and grows live plants; maintains aquaria, terraria, bacterial and fungal cultures; collects wild specimens such as fungi, flowers, and plants; processes specimens;
- Autoclaves and sterilizes microbial media contaminated with infectious agents and maintains records of use, and sterilization procedures;
- Calibrates and makes minor repairs to equipment as needed;
- Assists students with lab related items and special projects;

- Tracks and posts lab classroom schedule and usage;
- Prepares hazardous materials for disposal by proper labelling and packaging;
- Maintains a variety of logs, records and files including hazardous materials, inspections, and related matters;
- Serves on various committees to represent laboratory needs and issues;
- Maintains current knowledge of laboratory procedures and principles and practices of chemistry and biology;
- Provides limited office support.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of chemistry, biology, botany, mycology, zoology and anatomy as relates to laboratory activities, supplies, cultures and specimens.

Laboratory equipment, instruments and procedures.

Safe handling, storage, use, labelling and disposal of hazardous materials and infectious agents.

Mathematics and measurement related to laboratory work including stoichiometry.

Basic administrative procedures and practices including inventory, basic budgeting, purchasing, vendor contracts for supplies and repairs, and related.

Skill in:

Identifying necessary equipment, supplies and instruments for student laboratory activities.

Planning annual needs, requisitioning, receiving storing, inventorying, storing and issuing laboratory materials, supplies and equipment; maintaining basic budget records.

Preparing chemicals, reagents, and media to exact specifications.

Assembling, operating, cleaning and repairing laboratory equipment and apparatus.

Safely handling, using, storing, sterilizing, and disposing of hazardous materials and/or infectious agents.

Establishing and maintaining effective working relationships with instructional staff and students.

Problem solving and analysis to improve laboratory success and student learning.

Training and supervising student assistants.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of an Associate of Arts degree with major coursework in chemistry, biology or a related laboratory science, and three years of experience in laboratory operations.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision and color vision to identify compounds, reactions and specimens, and read texts, instructions, lab equipment, meniscus, and labels; sense of smell to identify/detect status of substances, specimens and hazardous conditions; hearing for normal communication and to monitor laboratory situations; strength to lift up to 40 pounds; manual dexterity to operate laboratory instruments and delicate measuring/culturing equipment; lifting, stooping and climbing to store, retrieve, set up and dismantle lab equipment and materials; work in exposure to odors, hazardous chemicals, fumes, biological/infectious agents, and vermin, insects and parasites. This work is performed primarily indoors in laboratory and classroom settings.