

**JOB TITLE:** Science Lab Manager

**DEPARTMENT:** Instruction

**LOCATION:** Union Campus

**REPORTS TO:** Dean of Instruction

**FLSA:** Non-Exempt

**LEVEL:** 106

**DATE:** 12/8/17, 06/6/11

**POSITION SUMMARY:** Coordinate and monitor science lab inventory and safety procedures, chemical storage, and science programs and projects

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Bachelor of Science degree, Two years related experience.

**ESSENTIAL TASKS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Coordinate the purchase of laboratory chemicals, supplies and related safety equipment.
- Maintain and perform minor repairs and adjustments to equipment; maintain equipment and work area in a safe, clean and organized condition; order, stock and organize supplies, instruments and equipment used in the classroom and lab settings.
- Store chemicals according to OSHA standards.
- Prepare chemicals and culture media for labs.
- Maintain Material Safety Data Sheets in an organized, accessible fashion.
- Communicate with science faculty regarding special needs and maintenance of laboratory facilities.
- Assist with satellite campus labs, through oversight and consistency with main campus labs.
- Maintain distilled water supplies.
- Maintain and update inventory records.
- Enforce lab safety codes in all science lab areas to assure student and employee safety.
- Record and coordinate removal and storage of hazardous waste and medical waste.
- Write assessment report annually highlighting updates in lab safety standards and ECC's lab safety rate each Academic Year.
- Supervise student workers.
- Coordinate science labs and equipment usage with instructors.
- Perform summer camps for main campus, if applicable.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of laboratory equipment use safety and procedures. Knowledge of OSHA standards. Knowledge of Material Safety Data Sheet procedures. Knowledge of chemical safety & hygiene. Knowledge of proper assessment. Critical thinking skills. Ability to coordinate with numerous instructors. Excellent oral and written communication skills

**LEADERSHIP and COMMUNICATION SKILLS:** May determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs. Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards. Adhere to college and department policies, procedures, and practices. Perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:**

Use office machines such as copiers, telephones, fax machines or 10-key calculators. Use computers for data entry and/or handle, use, or repair hand-held power equipment and/or light machinery. Use Microsoft XP and Microsoft Office (Word, Excel, Outlook). Use eCommerce (purchasing system). Operate various machines such as spectrophotometers, autoclaves, incubators, fume hoods, electrophoresis, gas chromatograph, analytical balances, propane burners, drying ovens, gas cylinders etc.

**WORKING CONDITIONS** - the following physical conditions and hazards may be encountered in this position:

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to risk of chemical hazards, explosive hazards, burn hazards and electrical shock. The noise level in the work environment is usually moderate.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** Student Worker

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

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