

**JOB INFORMATION**

Effective Date	7/12/2022
Job Code:	4132
Job Title:	Science Lab Technician
Salary Grade/Structure:	170 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Science Laboratory Technician for the Natural Science Division will be responsible for freshman and sophomore laboratory course management and maintenance, including preparation of labs for weekly laboratory classes, stockroom upkeep and inventory, waste and safety records, routine equipment maintenance, and managing laboratory teaching assistants.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Chemistry.	Required	
Master's Degree	Degree in Chemistry.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience in a lab setting.	Required	
Some	At least three years of similar experience in an academic unit or lab setting.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Administrative support such as, Purchasing, P-Card, cost center budget information, etc.	Proficient
• Knowledge of chemicals, storage, lab supplies, gas supplies, etc.	Skilled
• Knowledge of chemical SDS, lab safety regulations, lab access and security, and lab safety training.	Skilled
• Routine maintenance of lab equipment and perform basic routine maintenance to lab equipment.	Basic
• Skilled in using Excel, Word, Outlook, and other programs that allow feasible and easy communication.	Skilled
• Organization skills to sort and maintain chemicals in storage room.	Skilled
• Communicate verbally and in writing and maintain communication with faculty, students, program and department chairs.	Skilled
• Ability to manage deliverables to faculty and communicate well with vendors.	Skilled
• Ability to maintain chemical inventory and supplies, and manage ordering of new chemicals before supplies are short.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Provide management and maintenance of Freshman and Sophomore Chemistry labs including preparation of labs for weekly laboratory classes according to the needs of the course instructors, upkeep and inventory of current chemicals, glassware, and equipment, waste and safety records.	20%
• Purchase chemicals, supplies and equipment for teaching and research labs as needed or requested.	20%
• Conduct routine maintenance of department instruments and oversee maintenance and repairs performed by third parties and contractors.	10%
• Check in all deliveries related to labs and request receivers to pick up items from the shipping dock.	10%
• Maintain a list of TA's each semester, and work closely and manage them according to their lab assignments.	10%
• Work with Office of Emergency Management to ensure safety training for TA's and new hires.	10%
• Coordinate lab security and lab access requests by TA's/RA's and obtain necessary approvals.	10%
• Maintain and conduct an inventory of chemical stockrooms, gas supplies, and equipment. Maintain awareness and compliance of labs with federal, state, and local regulations, including maintenance of safety records and Safety Data Sheets.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

# PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

## Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description