



Classification Description

Job Title: Science Lab Technician

Pay Grade: 104

Job Code: 4440

FLSA Status: Non-Exempt

Job Purpose

This is professional work responsible for ensuring that science laboratories are prepared for effective instruction. Maintains all science laboratories including chemistry, physics, interdisciplinary sciences and biological sciences, including general biology, environmental science, anatomy and physiology, and microbiology.

General Responsibilities

Essential Functions

Maintains sciences laboratories for instruction of students, to include preparing chemical solutions, preparing microbiological media, maintaining bacterial cultures and other living organisms, and properly disposing of chemical and biological wastes. Includes stocking and arranging for equipment repairs and maintenance.

Ensures labs are neat and orderly; contacts cleaning and maintenance supervisors to ensure that the laboratories are clean and well-functioning.

Sets up equipment for lab classes.

Maintains inventories of chemicals and equipment, and works with the lab manager to order lab supplies as needed.

Assists Lab Manager(s) in maintaining budget records, proposing budgetary suggestions and/or providing necessary input for budget justifications.

Maintains M.S.D.S. (Material Safety Data Sheets), and ensures compliance with safety regulations of science laboratories.

Performs required institutional functions, such as serving on College committees, attending meetings, etc., as may be assigned.

Maintains inventory and handles computerized record keeping; provides technical assistance to students and faculty; and has ability to use independent judgment in solving work problems. Assists faculty in non-instructional support functions.

Commutes between campuses to perform assigned laboratory duties, as needed.

SCIENCE LAB TECHNICIAN

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education with satisfactory completion of a minimum of three (3) appropriate AA or AS courses in laboratory sciences.

One (1) year experience in a laboratory setting. Appropriate combination of education and experience may be substituted.

Knowledge of the equipment, materials, software, hardware, chemicals, testing instruments, etc., that are appropriate to the laboratories assigned.

Knowledge of potential laboratory hazards, precautionary measures and appropriate safety procedures.

Sincere interest in helping students and ability to work with them effectively.

Willingness to read and keep abreast of the field. Willingness to go through training, if deemed necessary for currency in the field.

Ability to work flexible hours.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Ability to perform calculations and measurements required for the preparation of various solutions and media formulations.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Willingness and ability to be trained in the use of an integrated database as needed to perform job duties.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

SCIENCE LAB TECHNICIAN

- Work in a fast-paced, demanding environment.
- Work independently and with professionals.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Laboratory setting where work environment involves some exposure to hazards or physical risks, which require following basic safety precautions
Mental:	Routinely requires critical thinking skills to interpret, analyze and perform necessary job duties.

Approved through classification/compensation study: September 1, 2009. Revised: July 16, 2021, July 1, 2023.