Classification Description

Job Title: **Science Lab Manager** **Pay Grade:** **108**

Job Code: **3379** **FLSA Status:** **Non-Exempt**

Job Purpose

This is professional, technical work in providing supervision and instructional support in the science laboratories for a designated campus. Labs include, but may not be limited to, anatomy and physiology, biology, chemistry, microbiology and physics laboratories.

General Responsibilities

Essential Functions

Maintains laboratories for instruction of students, to include preparing chemical solutions and microbiological media, maintaining bacterial cultures and other living organisms, and properly disposing of chemical and biological wastes. Laboratory maintenance includes: stocking/ordering supplies, arranging for equipment repairs and maintenance, and keeping the labs neat and orderly. Contacts cleaning, maintenance and technology support supervisors to ensure that the laboratories are clean and well-functioning.

Orients new faculty to the resources, offerings, equipment and materials available in the labs. Supports new faculty in developing laboratory curriculum and delivering instruction.

Maintains inventories of chemicals and equipment, researches and obtains price quotes, and prepares purchase orders for lab supplies as needed. Maintains budget records, proposals, budget initiatives and provides necessary input for budget justifications.

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

Collaborates with program coordinators and faculty to ensure that science lab instruction is coordinated, and that all students receive adequate lab instruction, exposure to skills, and skill experience. Contributes to the academic offerings at the campus by providing specialized guidance and resources in the development of relevant laboratory curriculum.

Provides consultative services to regular and adjunct faculty on the content and design of laboratory exercises in support of the prescribed curriculum.

Supports and guides lab students who are learning to operate laboratory equipment and learning to perform skills during scheduled laboratory classes in conjunction with faculty. Attends classes and serves as laboratory assistant, as needed by the faculty member.

Supervises students working as lab assistants.

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

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in biology, anatomy and physiology, chemistry or related appropriate science.

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

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

Personal and educational philosophy compatible with the goals, objectives, and mission of Florida SouthWestern State College.

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

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 1, 2009. Revised: February 18, 2011, July 1, 2014, September 14, 2015, February 23, 2016, December 9, 2019, February 24, 2022 (r), July 1, 2023, and July 1, 2024. January 27, 2026 (r).