

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **LABORATORY COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, oversee and coordinate activities related to the timely, effective, and safe delivery of student labs in a multi-discipline environment; direct and review the work of Lab Technicians and student assistants; assume budget responsibility for purchasing supplies and placing supply orders; perform a variety of detailed and varied operational tasks related to assigned labs; prepare for laboratory demonstrations as assigned; ensure the safety of students and staff in the use of laboratory equipment and supplies; provide assistance to instructors in the delivery of instruction to students; perform regularly scheduled maintenance of tools and equipment for each assigned area; and serve as Chemical Hygiene Officer.

### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent classification. This class is distinguished from the Laboratory Technician by the responsibility for coordinating multiple and diverse labs and for overseeing the activities/assignments of Laboratory Technicians.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate and assign lab activities to Lab Technicians and Student Assistants; interview, train, and supervise student assistants; oversee training of assigned staff; ensure student labs are delivered in a timely, effective, and safe manner and that lab personnel are knowledgeable and adhere to safe practices appropriate to assigned labs; ensure student labs are properly staffed; develop prep schedule; plan short-term and long-term tasks and goals; direct and review work processes and outcomes; develop and foster an atmosphere of professional teamwork.
2. Assist instructors in multiple labs, including but not limited to biology, chemistry, and microbiology, in the use and operation of equipment; familiarize new instructors with the organization of the preparation room, routine laboratory procedures, student operations, and safety measures including to conduct faculty safety orientations; assist in the development and conduct of faculty general and safety orientation; assist faculty with the set up and organization of chemicals and equipment for laboratory practical experiments, examinations, and demonstrations including prep work.
3. Participate in development, revision, and improvement of laboratory activities; create new laboratory activities in response to needs of assigned program and its instructors; adapt and revise existing activities according to educational needs of students as well as equipment and laboratory facility availability.
4. Assist students in performing experiments within assigned discipline; demonstrate the correct use of equipment including proper safety measures and techniques.
5. Oversee the inventory of chemicals, living and preserved materials, and biology-related supplies; perform regular physical inventory and maintain accountability for instruments, supplies, equipment

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and instructional support materials; prep, set-up, and supply students and instructors with materials needed for laboratory experiments.

6. Serve as Chemical Hygiene Officer as required by OSHA; develop and conduct general and safety orientation for staff; ensure compliance with all rules and regulations related to maintaining safe conditions in the workplace; develop proper hazardous chemical and biological waste disposal streams, ensuring lab technician understanding; ensure proper and safe storage of chemical reagents; oversee testing of emergency and safety equipment; follow-up on corrective action to keep safety items functional; monitor and control access to prep room and hazardous materials.
7. Design strategies to ensure students have easy and safe access to chemicals, equipment, laboratory materials, and waste collection containers; oversee the collection of materials for short-term storage while currently in use and for long-term storage for ease of retrieval and most efficient use of storage space.
8. Ensure adherence to policies concerning lab prep instructions, security, safety, and computer use within the assigned lab; evaluate and update policies as needed.
9. Isolate and consolidate chemical and biological wastes; dispose of all chemical wastes and other potentially hazardous materials according to established laws and regulations.
10. Care for living plants, animals and cultures as assigned; develop procedures for the care of living organisms including to research and develop procedures to handle contamination, disease, or pests; perform preventive maintenance and ensure all power equipment supporting the living organisms is operable; perform irrigation system repairs.
11. Ensure the general cleanliness, orderliness, repair and safety of assigned laboratory facilities; organize and maintain laboratory equipment and supplies as needed to ensure high standards of classroom instruction within the area of assignment; oversee or perform regular scheduled maintenance and repair on tools and equipment for assigned instructional areas; design and fabricate new laboratory equipment as necessary.
12. Place and/or oversee the placement of supply orders for chemicals, living/preserved specimens, prepared materials, supplies, glassware, equipment and other instructional materials; maintain accounts with outside vendors, distributors, and service departments; maintain records of all program supplies and capital outlay purchases; monitor accounts to ensure programs stay within allotted funds; expedite invoices from various vendors for multiple instructional area; ensure all necessary paperwork is recorded and routed to accounts payable.
13. Coordinate the expansion and revision of in-house laboratory science manuals; coordinate printing of manuals with the bookstore.
14. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Instruments, machinery, equipment, tools, supplies, procedures, and methods used in instructional laboratories supporting biology and chemistry.
2. Behavior, reactivity, stability, compatibility, and storage requirements of chemical substances found in a college-level chemistry program.

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3. Advanced theories and applications of all instructional areas to which assigned.
4. Fundamental physiological, anatomical, biochemical, and behavioral requirements of living things at all levels of biological organization.
5. Operational characteristics of a variety of laboratory equipment and tools pertinent to the assigned instructional areas.
6. Principles and practices used in the maintenance, repair and fabrication equipment and tools pertinent to the assigned instructional areas.
7. Methods and techniques of storing and disposing of hazardous materials and chemicals.
8. Advanced mathematical principles as applied to the assigned instructional area.
9. Basic principles and practices of student instruction.
10. Basic principles and practices of supervision and training.
11. Pertinent federal, state and local codes, laws and regulations including those pertaining to the safe management of biology and chemistry laboratories, hazards, and wastes.
12. Emergency first aid procedures.

**Ability to:**

1. Set up for various laboratory experiments for multiple and diverse technical areas of instruction including chemistry and biology.
2. Prepare chemical solutions.
3. Provide assistance to faculty in assigned laboratories supporting multiple and diverse technical areas of instruction.
4. Provide instructional assistance to students in multiple technical areas of instruction.
5. Provide training to staff and faculty and provide lead oversight to assigned staff.
6. Ensure adherence to established safety procedures and regulations.
7. Maintain assigned laboratory tools, equipment, and machinery including diagnosing, analyzing, and correcting mechanical defects.
8. Perform mathematical calculations and take measurements with accuracy and precision.
9. Safely store, label, re-stock, and dispose of chemicals and hazardous waste according to established procedures.
10. Maintain assigned laboratories in a clean and orderly fashion.
11. Operate a microscope.
12. Maintain laboratory supplies, inventory and associated records.
13. Correctly operate the instruments, tools, and equipment required for the assigned instructional areas.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology or a related field.

**Experience:**

Five years of increasingly responsible experience in the operation and maintenance of instructional laboratories supporting multiple instructional areas in biology and chemistry.

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**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid hazardous waste handling, blood borne pathogens, and emergency procedures/first aid certificates.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a laboratory setting; exposure to potentially hazardous chemicals including toxic, flammables, poisons, hazardous waste drums, biohazards, or pathogens; exposure to solvents, noise, dust, grease, smoke, fumes, noxious odors, and gases; work in or with water; work with electrical machinery; work in a noisy and dusty environment; travel outside between buildings; requires the wearing of safety glasses or goggles and rubber or plastic gloves.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; specific vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus; and to verbally communicate to exchange information.

12/10/02;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional