Senior Laboratory Services Technician

Job Code 00007126

General Description
Responsible for maintaining inventory and storekeeping of supplies and equipment in science labs.

Examples of Duties
Function as departmental safety officer.
Oversee lab/chemical preparation and general stock room preparation.
Maintain and repair supply, tool, and equipment inventory.
Ensure safe work practices and procedures are practiced in the labs.
Ensure supplies and equipment are readily available and in good working order.
Prepare laboratories for teacher and student use.
Process paperwork for requests, data, and workloads.
Dispose of waste according to policy.
Clean up spills and water leaks in laboratories.
Complete inventory of capital equipment for the department.
Inspect and supervise all work completed by student workers.
Install new and donated equipment for use in laboratory.
Maintain checkout systems for students to use equipment.
Report breakage fees to be charged to students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Chemical formulas and nomenclature; proper use of chemical equation apparatus and instruments; equipment nomenclature; characteristics of individual chemicals and associated groups of chemicals; chemical and lab safety and MSDS; basic first aid and chemical exposure first aid; basic bookkeeping and filing; basic mechanical concepts; using materials, methods, and equipment used in precision metal removal, machine shop, and welding of metals; equipment and machine for proper functioning and repairs; use of personal computer and software.

Skill in: Effectively directing the work of others and motivating output; working as a team member; assisting faculty with lab and chemical matters; completing purchase requisitions and work orders; preparing clear, concise instructions for student workers; prioritizing workload for self and others; problem solving and decision making.

Ability to: Read and interpret technical documents, chemical prep handling, disposal to prepare technical documents, and chemical and instrument orders; understand complex
written instructions, blue prints, manuals, logs, and timesheets; use measuring devices; perform intermediate math.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**