

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**LABORATORY MANAGER**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 - C**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS  
JOB FUNCTION: MANGERICAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Laboratory Manager performs all functions required for the operation and maintenance of a multi-discipline science instructional laboratory.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Serve as departmental safety officer. Through routine inspection and maintenance, ensure safe laboratory conditions. Responsible for compliance with Florida's Right to Know legislation within assigned laboratory(s). Provide safety instruction to student assistants.

Ensure the safe storage and secure storage of supplies and equipment; account for and arrange the disposal of hazardous materials in accordance with applicable state and federal regulations.

Maintain inventory of supplies and equipment and ensure that adequate supplies and appropriate equipment are on hand, as required; prepare and submit requisitions in accordance with College procedures; trouble shoots requisition process.

Perform routine electrical and mechanical maintenance on equipment, including microscopes and the re-zeroing of lab balances; arrange for repair and maintenance by appropriate technicians when more complex work is required.

Prepare or supervise the preparation of laboratories for classes in biology, chemistry, botany, anatomy, zoology, physics, earth sciences and microbiology, as required by faculty; break down laboratory set-ups when no longer required; cleans and rearranges, as required.

Prepare solutions when considerable accuracy or hazardous materials are involved.

Train and supervises student laboratory assistants.

Perform related duties, as required.

**SUPERVISION RECEIVED**

To be determined by the supervising administrator.

**SUPERVISION EXERCISED**

Supervise student laboratory assistants.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in a related field.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in a related field supplemented by two (2) years of experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2010; Rev 7/2015