

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

LABORATORY MANAGER

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

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

GENERAL STATEMENT OF JOB

The Laboratory Manager oversees the daily operations, maintenance, and instructional support of academic education and training laboratories which vary across disciplines, including Information Technology, Health Sciences, Natural Sciences, Physical Sciences, and Engineering & Industry. This position ensures safe, efficient, and student-centered lab environments that support hands-on learning and faculty instruction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(depending upon discipline assignment)*

Organizes, tracks, monitors, and replenishes a comprehensive inventory of consumables, supplies, tools, machines, equipment, and/or instructional materials used in lab exercises.

Maintains, troubleshoots, performs routine servicing, and prepares lab equipment and materials for instructional use.

Researches, recommends, and implements new laboratory techniques, tools, equipment, and protocols to enhance instructional labs. Provides guidance and training to faculty and staff on proper use.

Collaborates with faculty, administration, and purchasing to requisition supplies and equipment. Manages lab budgets and procurement processes.

Trains, instructs, and mentors student assistants. Provides on-the-job guidance and develops and delivers comprehensive training programs that emphasize safe laboratory techniques, practices, and adherence to established procedures and protocols.

Ensures safe laboratory conditions and storage of supplies through regular inspections, safety training, and coordination with campus safety offices. Monitors compliance with all safety regulations, including conducting an annual chemical inventory and managing the safe collection, storage, inventory, and disposal of hazardous and biohazardous waste.

Prepares and/or configures equipment, software, machines, tools, chemicals, solutions, reagents, inoculations, and/or instructional materials for scheduled laboratory activities based on the applicable course syllabus. Supports academic competitions and training events as applicable.

Utilizes a student-centered approach to coordinating coursework lab programs that support the interests and aspirations of students.

Performs other related duties, as required.

SUPERVISION RECEIVED

To be determined by the supervising administrator.

SUPERVISION EXERCISED

May supervise student laboratory assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in a related field, or an Associate's degree and two (2) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in a natural science (chemistry, biology, microbiology, physics), information technology, or a related field and two (2) years of experience with laboratory, electrical, mechanical commercial and/or industrial equipment (varies based upon discipline area), or an Associate's degree and four (4) years of applicable 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

Revised: 7/2015; 9/15/25