

Job Description/Title: SCIENCES LABORATORY MANAGER
Approved, Bargaining Unit President: Reclassification Committee 3/2012
Approved, MPC Associate Dean, Human Resources: 3/2012
Board Approved: 6/27/2012

MONTEREY PENINSULA COLLEGE

SCIENCES LABORATORY MANAGER

JOB SUMMARY

Under general direction, coordinate technical laboratories and lab equipment. Prepare technical laboratory demonstration, and study materials for assigned area. Receive limited supervision from faculty of assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Prepare and set up equipment for laboratory sessions and class demonstrations according to the instructions of the faculty; return equipment from laboratory sessions and class demonstrations in a timely fashion.

Acquire, control, safely store, operate, maintain, and, repair inventory of laboratory equipment, and materials. This may include hazardous materials.

Ensure appropriate storage, handling and disposal of hazardous materials and equipment; provide appropriate documentation as required by government agencies.

Keep records related to operation of the labs and stockroom, including hazardous waste storage and disposal records, MSDS information, Air/Water Pollution Control data and chemical usage.

Coordinate, train and supervise student employees; provide appropriate student safety training; maintain records of training.

Perform regular inspections of all laboratory equipment, storage areas, and safety equipment in stockrooms and labs.

Perform and/or arrange for maintenance and repair of laboratory equipment; design/construct special equipment or models as needed; perform complex fabrication, repair, and maintenance of instruments, machinery, electromechanical, and electronic devices and other lab equipment.

Maintain accurate inventory of equipment, supplies and materials (including chemicals and specimens).

Perform software and hardware computer tasks including but not limited to: set-up computers and peripherals, ready them for specific purposes, ready computer projectors and monitors for class use; check for viruses; research, order, and install software programs for assigned labs.

Perform complex software and hardware repair and maintenance of networked and freestanding computers, peripherals and data acquisition equipment.

Assist instructors with technology and computer use in the classroom.

Specify, order, set-up, and maintain servers with client computer, staff, and student accounts.

Coordinate the scheduling and use of facilities and equipment with other technicians and faculty.

Promote safe laboratory conditions and practices; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment . Report safety concerns to the Chemical Hygiene Officer.

Create/update observation field trip lists and instructions as required; organize field trip logistics; transport students, student aides, field observational or experimental equipment to field sites if necessary to the assignment.

Monitor laboratory plumbing, utilities, ventilation, and fume hoods; report problems promptly to Maintenance Supervisor.

Participate in division meetings and assist department faculty in writing Action Plans, Instructional Equipment Requests, and Program Review.

Develop and maintain laboratory budgets in coordination with faculty.

Serve as curator of department museum, if applicable; maintain bulletin boards and displays as instructed.

Participate in required safety trainings.

Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.

Participate on committees as required.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combinations of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, Bachelor's degree in academic area of assignment or a closely related field, and two years of recent experience which provided specific demonstrable knowledge of and skills in the academic area assigned.

Knowledge

Knowledge of: the subject matter, terminology, properties, nomenclature, laboratory techniques, specialized instruments, equipment and materials to be used in the assigned area; response methodology to chemical spills and other laboratory accidents, and the current regulations and recommendations for the safe handling, storage, and disposal of hazardous chemicals as applicable to assigned area; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer applications including word processing and database management as required to fulfill the requirements of the job.

Abilities

Ability to: work with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments and equipment; perform experiments and demonstrations in assigned area; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient, and receptive attitude toward student learning; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; accurately and effectively use word processing and database management and other software programs as needed to fulfill the requirements of the job; learn and successfully use new

software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Life Science: Ability to collect and maintain live and preserved specimens.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous chemicals; occasional climbing of ladders and overhead work.

Astronomy/Physics: must be able to work effectively in all light levels from full sun to total darkness.

Work Schedule

Work schedules may require nights, weekends and overnight trips.

Licenses and Certificates Required

Valid California Driver's license in appropriate class for vehicle(s) used.

Life Science: current California Fish and Game Scientific Collecting Permit.