

Job Description/ Title: Science Lab Manager - Health Sciences
Approved, Bargaining Unit President: 11/9/2021
Approved, MPC Associate Dean, Human Resources: 11/9/2021
Board Approved: 2/23/2022

MONTEREY PENINSULA COLLEGE
SCIENCES LAB MANAGER - HEALTH SCIENCES

JOB SUMMARY

Under direction of the area dean and coordination of department faculty, perform the setup, operation, and maintenance of laboratories, simulation labs, peripherals, and other instructional equipment for the Nursing (NURS), Dental (DNLT), and Medical Assisting (MEDA). Assist faculty and students with the integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Test systems to ensure the functionality of associated hardware and software specific to the assigned area.

Inspect, clean, troubleshoot, and maintain discipline-specific software, hardware, and simulation equipment to include human patient simulators and other lab equipment needed to support the assigned area.

Contact the manufacturer to conduct repairs for equipment under warranty.

Perform updates as needed on discipline-specific hardware and software as required by the manufacturer.

Serve as a resource for faculty, staff, and students for discipline-specific equipment and applications including orientations, in-service training programs, workshops, and demonstrations.

Assist in the preparation of learning and simulation labs, including supply and equipment set up, moulage, turn on, and takedown of equipment as directed.

Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and/or enhancement of hardware and software specific to the assigned disciplines.

Assist Department Chairs, or Coordinators, in creating purchase requisitions to maintain, repair, and update laboratories.

Conduct monthly/weekly and annual safety inspections to ensure that laboratories comply with safety regulations.

Arrange safe storage and pickup of hazardous waste and chemicals.

Perform inventories of lab supplies and equipment and maintain a database of hardware inventory and repair history. Restock supplies as necessary.

Work with the Division Office Manager, or Unit Office Manager, to make appropriate requests for assistance with student/faculty furniture, lighting, installation of equipment in the assigned area.

Maintain current technical and professional skills by attending conferences, workshops, and training courses, including training on human simulation.

Develop an understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area.

Provide a physical presence in the learning and simulation labs (as scheduled) to respond to student questions about the subject matter as it pertains to the technology being used.

Report network failures.

Assist the Nursing Division in the electronic receiving and screening of nursing program applications.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of college coursework in computer skills or a related field or three or more years of recent experience troubleshooting and repairing PCs in a network-training environment. Passes training/competency for the maintenance of human simulators.

Knowledge

Knowledge of: Windows Network and current Windows Server operating systems, personal computer operating systems and Macintosh operating systems; Email applications. Knowledge of Microsoft Office, Google Sheets, Google Docs, etc. (scanners, printers, etc.), simulators and software; personal computer languages used within the College; troubleshooting techniques; current office methods and practices.

Abilities

Ability to: analyze problems and implement or recommend solutions; prioritize tasks and do several tasks simultaneously; accurately and efficiently install new software as required; write software documentation as needed; listen effectively; display expert and innovative use of hardware and software concepts and principles; quickly learn and adapt to new software applications and hardware; quickly learn and be able to provide assistance in new technologies and software as needed to fulfill requirements of the job; apply specialized computer knowledge to instructional delivery systems; test and analyze system behavior and quickly and correctly interpret and resolve complex computer problems; analyze, implement and maintain advanced network architectures; write reports and memos as needed; use appropriate and correct English grammar, punctuation and spelling; communicate effectively in both oral and written form, establish and maintain effective working relationships; 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. Add Microsoft Office (specifically use of Excel/Google Sheets to create pivot tables, filtering data).

PHYSICAL EFFORT/WORK ENVIRONMENT

Primarily an indoor working environment. Moderate physical effort. May require stooping, bending, kneeling, periodic lifting up to 50 pounds, crawling, and walking. Requires dexterity to wire computers and peripherals and make minor repairs to computer equipment.

Classified Salary Schedule – Range 23