UNIVERSITY OF CENTRAL FLORIDA

JOB CLASSIFICATION

Job Title	Laboratory Technician I, II, III			**Job Code**	RS0311, RS0312, RS0313
Pay Plan	USPS	**Pay Grade**	14, 15	**FLSA Status**	Non-Exempt
Union	Non-Union			**Union Code**	0
Job Family	Research			**Subfamily**	Laboratory Support

Job Family & Subfamily Summary

Research Professionals provide specialized technical or scientific support directly to research projects.

Laboratory Support Professionals establish, implement, and monitor laboratory policies and procedures. Ensure lab operations are efficient, effective, and comply with established procedures.

Job Summary

Maintains teaching labs and collects materials after labs are completed.

Representative Duties

1. Lab Materials

- Prepares, cleans, and sterilizes materials needed for teaching labs and ensures all equipment is functioning properly, including glassware, instruments, solutions, and reagents.
- Provides instruction on the proper use of materials to teaching lab students when needed
- Assists lab manager in the ordering or supplies and materials for the teaching labs
- Maintains material inventory for the stockroom and all teaching labs
- Coordinates with vendors to have hazardous chemical waste safely removed
- Ensures safe waste generation practices are being followed
- Creates and updates lab manuals and lab curriculum with the lab instructor

2. Lab Equipment

- Maintains scientific instruments used in the teaching labs
- Ensures the instruments are in working order
- Repairs equipment as needed and coordinates with instrument vendors and other specialists to troubleshoot malfunctioning equipment

3. Lab

- Maintains chemical inventory for the chemistry stockroom and all teaching lab
- Coordinates with vendors to have hazardous chemical waste safely removed
- Ensures safe waste generation practices are being followed

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	N/A	
Licensure(s)	N/A	

Work Experience

See Level Addendum below

Additional Requirements

Physical/Environmental Demands

Standard office environment with no unique physical demands.

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.