

BARSTOW COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LABORATORY COORDINATOR

BASIC FUNCTION:

Under the direction of an area administrator, the Instructional Laboratory Coordinator—Sciences is designated as the lead coordinator for assigned instructional labs. Oversees or personally performs technical work in a laboratory setting, including organizing and coordinating the operations of science-related laboratories; ensuring labs operate efficiently, effectively, and safely; providing technical and instructional assistance to students involved in scientific disciplines that include laboratory settings designed to further their knowledge; coordinates the proper disposal of hazardous waste materials; provides technical guidance, assistance, and training to laboratory personnel.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification and not all duties listed are necessarily performed by each employee or are the list of duties an exhaustive list.

- Coordinates the maintenance of a safe, secure, clean, and orderly laboratory environment; control and maintain hazardous waste materials produced during laboratory experiments; ensure proper handling, chemical storage, labeling of hazardous materials, and disposal of hazardous waste.
- Works with District Risk Management to maintain current knowledge of and ensure compliance with federal and state regulatory, safety, and health standards and to ensure safe and legal acquisition, use, storage, and disposal of all laboratory chemicals and hazardous materials.
- Performs any departmental inspections as required by regulatory agencies and maintains all appropriate state and federal permits and required annual reports, including HAZMAT reporting.
- In consultation with the faculty and appropriate dean, develops, implements, and monitors the effectiveness of work/lab policies and procedures that support student learning objectives.
- Provides laboratory personnel with technical guidance, assistance, and training ranging from technical procedures and equipment usage to preparation of laboratory materials, equipment, and class demonstrations according to faculty instructions.
- Works with appropriate staff members in maintaining Standard Operating Procedures (SOPs) for laboratory preparations.
- Works with appropriate dean in developing departmental budget needs. Monitors and maintains budgets for assigned functions and activities, including specifying, ordering, receiving, and issuing materials, parts, and supplies, monitor expenditures in accordance with District policies and procedures. Oversees the inventory of equipment by funding source. Maintains inventory of expendable supplies and orders supplies needed for operating multiple clinics/laboratories.
- Serves as primary technical resource person to faculty; recommends laboratory equipment and supplies. In collaboration with the faculty, Maintenance and Operations, IT, and assigned dean, coordinates the purchase of new equipment and software. Ensures security of assigned assets.
- Schedules maintenance of assigned equipment and orders replacement components as needed. Coordinates laboratory upgrades and renovations in collaboration with faculty and assigned dean.

- Coordinates the scheduling and use of facilities and equipment with technicians and faculty and works with Facilities Management regarding building concerns.
- Acts as the Chemical Hygiene Officer for the science labs. Oversees collection and maintenance of live and preserved plant and animal specimens and bacterial cultures using appropriate techniques, equipment, and procedures.
- In collaboration with faculty, the Safety Committee, and appropriate administrators, assists in the development of a Chemical Hygiene Plan and follows proper chemical spill response procedures outlined in the plan in an emergency.
- Attends committee meetings related to the job as assigned.
- Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operation, preparation, maintenance, and coordination of a science laboratory.
- Principles and practices of chemical storage.
- Laws, rules and regulations related to assigned activities.
- Advanced laboratory subject matter (Biology, Chemistry), terminology, and techniques.
- Materials and equipment used in experiments.
- General health and safety regulations.
- OSHA standards and regulations.
- Principles and practices of providing work direction and training.
- Record-keeping and report preparation techniques.
- Curriculum, goals, and objectives of the department.
- Oral and written communication skills.
- Proper methods of storing equipment, materials, and supplies.
- Proper methods of hazardous waste disposal.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of specialty.
- Inventory methods and practices.
- Operation of a variety of equipment related to the specialized area of assignment including a computer.
- Diversity, equity, inclusiveness, and access practices.

Ability to

- Plan, organize, and direct the operations of multiple instructional laboratories.
- Work cooperatively and effectively with the public, students, faculty, and staff.
- Work independently with minimal direction.
- Maintain records and prepare reports.
- Use specialized instruments and equipment for laboratories to which assigned.
- Comply with, implement, oversee, and train others on applicable safety rules, regulations, and practices to facilitate a safe working and learning environment.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.

- Multitask effectively and be detail oriented.
- Operate a variety of modern office equipment and utilize software programs/applications for specific tasks.
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

EDUCATION AND EXPERIENCE:

A bachelor’s degree in a discipline related to the assignment and three (3) years of related experience, and one year (1) experience in a lead or coordinator role, in a related clinical/laboratory environment.

LICENCES AND CERTIFICATES

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Laboratory environment working with chemicals.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 3 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 3 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for the purpose of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 g. Ability to bend and twist.
- 2 h. Ability to lift 10 pounds.
- 2 i. Ability to carry 10 pounds.
- 4 j. Ability to operate office equipment, computer, and laboratory equipment.
- 4 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.