

Job Description

Position Title: Supervisor, Laboratory

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Non-Exempt

Position Summary:

The Supervisor, Laboratory supervises, coordinates and monitors operational activities in numerous disciplines within the science division. Collaborates directly with faculty and department heads to coordinate and implement student laboratory activities in a variety of disciplines. Purchases and disburses College resources between disciplines; approves and reconciles purchases. Interprets policies and oversees the development and implementation of procedures and protocols, Coordinates with other science lab supervisors to ensure consistency across locations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees daily lab operation and manages workflow. Creates project schedules and monitors employee productivity. Develops, implements, and evaluates goals, objectives, policies, and procedures. Evaluates operations and activities for effectiveness.
2. Supervises science lab staff and prepares areas and classrooms to ensure proper safety measures are met and maintained. Coordinate with Instructional faculty to create laboratory experiments. Resolves conflict between lab staffs and Instructors Concerning lab schedules, lab preparation, and lab supply quality.
3. Facilitates Division of Sciences Specialists Working Groups (biology, chemistry, physics). Schedules meetings, gathers agenda items, and handles inquiries. Coordinates and manages the Division of Sciences videotaping projects.
4. Trains, guides, and supports employees. Sets goals with employees; identifies professional development needs; and, coordinates cross-trains employees. Evaluates employee performance and provides feedback.
5. Plans, selects, coordinates, and recommends work procedures and facility changes and equipment needs to include: researching new products and technology; communicating with outside vendors; and making recommendations for purchases.
6. Manages budgetary accounts and expenses through the fiscal year for divisional campus level. Purchases equipment and materials for science lab activities, approves and reconciles purchases, and ensures budget goals are met.
7. Researches, develops, implements and manages all aspects of safety training for staff and students. Ensures safety of equipment and college policy and local, state, and federal laws are followed. Develops policies and advises faculty and staff on safe usage and handling materials.

8. Participates in communication with faculty, dean, and laboratory specialist to ensure student success and safety measures are met in the classroom setting.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge and application of organizational and time management principles
- Knowledge of project management principles
- Knowledge of laboratory techniques
- Knowledge of managerial and supervisory skills
- Ability to apply effective and accurate data entry and typing skills
- Ability to apply effective written and verbal communication skills
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Biology, Chemistry or a closely related field of study required.
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours