

Classified Job Description: Chemistry/Biological Science Laboratory Coordinator

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- Tracks and posts lab classroom schedule and usage;
- Prepares hazardous materials for disposal by proper labelling and packaging;
- Maintains a variety of logs, records and files including hazardous materials, inspections, and related matters;
- Serves on various committees to represent laboratory needs and issues;
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PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision and color vision to identify compounds, reactions and specimens, and read texts, instructions, lab equipment, meniscus, and labels; sense of smell to identify/detect status of substances, specimens and hazardous conditions; hearing for normal communication and to monitor laboratory situations; strength to lift up to 40 pounds; manual dexterity to operate laboratory instruments and delicate measuring/culturing equipment; lifting, stooping and climbing to store, retrieve, set up and dismantle lab equipment and materials; work in exposure to odors, hazardous chemicals, fumes, biological/infectious agents, and vermin, insects and parasites. This work is performed primarily indoors in laboratory and classroom settings.