

The University of Texas at San Antonio

Job Description

Job Title: Laboratory Services Supervisor III
Code: 14421
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide advanced supervisory and technical skills for the distribution, oversight, and maintenance of supplies and equipment in departmental laboratories.
- Scope: Responsible for the supervision of all aspects of the operations of scientific teaching laboratories for Master and Ph.D level students while maintaining thorough knowledge of safety regulations, and departmental/university regulations, policies, and procedures.

Duties

- Typical:
 1. Prepares specifications and oversees laboratory set-up in classrooms and labs. Oversees classroom set up for lectures, and demonstrations and ensures efficient operations of scientific teaching laboratories.
 2. Supervises technical staff that assists in laboratory preparation and maintenance, including supervision of laboratory instructors (TA's and lecturers).
 3. Supervises and assists in instructing MA and Ph.D students on the use of instrumentation.
 4. Recruits and trains lab technicians. Arranges lab technician work schedule.
 5. Orders chemicals and equipment for scientific teaching laboratories; maintains an up-to-date inventory of chemicals in the teaching laboratories and chemical stockroom.
 6. Supervises the construction, repair and maintenance of all lab equipment.
 7. Supervises issuance of supplies and equipment. Orders, maintains, and performs minor repairs on teaching instrumentation.
 8. Responsible for safe handling of chemicals and disposal of chemical and glass waste.
 9. Provides safety instruction for laboratory classes.
 10. Oversees planning and set up of the chemical section of stockrooms.
 11. Performs other duties as assigned.

- Periodic:
 1. Updates chemical and equipment inventories.
 2. Delivers safety instruction to students.

Education

Required	Preferred
Ph.D in area of specialty from an accredited institution.	N/A

Other Requirements

Required	Preferred
Knowledge of sources of supplies relating to the laboratory experiments.	N/A
Good personnel and organizational skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year experience in laboratory supervision or laboratory instruction.	Experience in laboratory supervision or laboratory instruction with University of Texas San Antonio or a UT component.

Equipment

Required	Preferred
Use and maintenance of chemical laboratory teaching instrumentation.	N/A

Working Conditions

Usual	Special
Must have the ability to perform physical labor in moving stocks and maintaining laboratory storeroom and teaching laboratories in a clean and orderly condition.	Some exposure to hazardous materials and chemicals.
Standard laboratory environment.	

Supervision

Received	Given
Minimal supervision for overall effectiveness.	Supervision of technical staff, supervision of laboratory instructions in the areas of safety, equipment, instrumentation, and laboratory maintenance.

Accuracy

Proficiency in all phases of work performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.