

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Laboratory Services Supervisor I  
Code: 14429  
Salary Grade: 57  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide oversight and supervision of scientific teaching laboratories and related technical staff.
- Scope: Responsible for all aspects of the operations of scientific teaching laboratories and maintaining thorough knowledge of safety regulations, and departmental/university regulations, policies, and procedures.

## *Duties*

- Typical:
  1. Responsible for the laboratory set-up and efficient operations of scientific teaching laboratories.
  2. Supervises technical staff whom assist in laboratory preparation and maintenance, including partial supervision of laboratory instructors (TA's and lecturers).
  3. Assists in instructing students on the use of instrumentation.
  4. Orders chemicals and equipment for scientific teaching laboratories; maintains an up-to-date inventory of chemicals in the teaching laboratories and chemical stockroom.
  5. Orders, maintains, and performs minor repairs on teaching instrumentation.
  6. Responsible for safe handling of chemicals and disposal of chemical and glass waste.
  7. Provides safety instruction for laboratory classes.
  8. Assists in planning and set up of the chemical section of stockrooms.
  9. Performs other duties as assigned.
- Periodic:
  1. Updates chemical and equipment inventories.
  2. Delivers safety instruction to students.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in a related area from an accredited institution.	

### *Other Requirements*

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

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year experience in laboratory supervision or laboratory instruction.	Two to three years experience in laboratory supervision or laboratory instruction.

### *Equipment*

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

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
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*

<b>Received</b>	<b>Given</b>
General supervision for overall effectiveness.	General supervision of technical staff, partial supervision of laboratory instructions in the areas of safety, equipment, instrumentation, and laboratory maintenance.

### *Accuracy*

Proficiency in all phases of work performed.
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***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.