



University System of Maryland Job Class Specification

TITLE: LAB TECHNICIAN, NON-SCIENTIFIC LAB
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: D-271019

JOB CODE: N10LSL
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ART LAB

APPROVED BY: Assistant Vice Chancellor JoAnn Goedert

EFFECTIVE DATE: 11/4/10

JOB SUMMARY

Under general supervision, works in a non-scientific laboratory environment to prepare supplies, set up and manage equipment, manage inventory, assist with demonstrations, and implement general safety practices.

PRIMARY DUTIES

1. Assists with writing and implementing safety practices and policies for equipment and chemical handling
2. Assists in demonstrating laboratory procedures and conducts hands-on training
3. Assist in conducting research
4. Maintains records and prepares related reports
5. Operates specialized equipment, including cleaning, performing routine repairs, preventive maintenance, adjustments, and quality control procedures
6. Prepares and maintains a variety of chemicals
7. Maintains and manages inventory, and orders supplies and other equipment
8. Uses a variety of hand tools and instruments
9. Incumbents may work with photographic equipment, ceramics, and/or glass materials.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Associates degree in related field.

EXPERIENCE: Two years of related experience.

OTHER: None

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of laboratory practices, including safe and proper handling and disposal of materials and equipment. Ability to perform laboratory procedures using applicable equipment and techniques; communicate effectively both orally and in writing; to use computers and related software applications; to lift, transport, and deliver materials and stock supplies and goods; to wear and work in personal protective equipment; to work in hazardous or irritating environments.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform job. Employees in this job class may be required to successfully complete applicable safety training.