



DATE ISSUED: 09/15

FLSA: Non-Exempt

PTO: COVS

JOB DESCRIPTION

TITLE

Supervisor, Laboratory Services

JOB SUMMARY

Performs technical and administrative work in the efficient management and operation of the Department of Chemistry and Biochemistry Undergraduate Laboratories. Responsibilities include, the coordination, preparation and supervision of materials and equipment used in experiments. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department Chair

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Maintains laboratory equipment and facilities.
- Prepares solutions and materials needed for planned experiments.
- Maintains equipment and chemical inventory and coordinates its dispersal.
- Maintains proper storage, handling and waste disposal of chemicals.
- Assists with solving problems related to operation of equipment.
- Enforces proper safety procedures.
- Maintains files and accounts.
- Supervises student assistants.
- Observes prescribed work and safety rules.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor of Science degree; preferably in Chemistry or a related field.

EXPERIENCE

Three year's experience in a chemical/physics laboratory environment; preferably with supervisory responsibilities.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- In-depth knowledge of or experience with various laboratory equipment and materials.
- Knowledge of standard and specialized laboratory procedures.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning within area of responsibility, providing direct training and supervision as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and procedures, solutions, and other outcomes.
- Ability to communicate effectively, orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

Supervisor, Laboratory
Services
Date Issued: 09/15
FLSA: Non-Exempt
PTO: COVS

The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or laboratory setting.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks