



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Laboratory Technician IV

JOB SUMMARY

Performs advanced or specialized work in the operation and maintenance of an experimental or analytical laboratory in the areas of physical or life science. Responsible for the performance of highly skilled and complex technical laboratory duties under direction of a supervising staff or faculty member. Evaluation is based on accuracy and the completion of tasks assigned. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Principal Investigator or Department Head

Supervises: May supervise Student Assistants, Laboratory Assistants, or Laboratory Technician I, II, and III.

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

- Performs highly skilled and non-standardized laboratory procedures.
- Assists in planning work schedules and distributing workloads.
- Assists in training of laboratory personnel.
- May supervise a laboratory or special project.
- Prepares laboratory specimens.
- Assembles and operates specialized laboratory and field equipment.
- Collects and records data and performs mathematical tasks.
- Prepares reagents and culture media.
- Performs library research.
- Performs related duties as required.
- Establishes and maintains a safe environment for employees under charge.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in biology, chemistry, physics or related field required.

EXPERIENCE

A minimum of three years of experience in a related field required. Some supervisory experience preferred. Experience in excess of the required may substitute for the required education on a year-for-year basis.

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 establish and maintain working relationships.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university 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.

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. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

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

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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.