

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LABORATORY TECHNICIAN I

Reports To: Designated Supervisor

UW Job Code: 3030

UW Job Family: 51 - Technicians

SOC Code: 19-4099

FLSA: Exempt

Pay Grade: 20

Date: 11-5-01 (revised 7-1-02; 5-12-03; 9-18-03; 7-1-04)

JOB PURPOSE:

Perform advanced diagnostic/research tests and services with complex analysis and interpretation of data; train and supervise undergraduate and graduate students; responsible for daily laboratory operational functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate, maintain and repair highly complex research instruments/equipment.
- Perform tests, analyze and interpret results of data collected or received from outside agencies and clients.
- Communicate results of testing to internal and external clients.
- Determine or assist in developing appropriate advanced laboratory methods and procedures to accomplish required goals.
- Develop and maintain quality control procedures to ensure accuracy of results.
- Instruct faculty, staff and students in the operation and maintenance of laboratory equipment.
- Maintain inventory and purchase laboratory supplies; has responsibility for daily laboratory operational functions.

SUPPLEMENTAL FUNCTIONS:

- Complete testing documentation; bill clients for services performed.
- Maintain statistics, prepare reports, and maintain records according to requirements.
- Safely work with, properly store or eliminate various laboratory chemicals, mediums, and other lab materials.
- Participate in method development.

COMPETENCIES:

- Developing Organizational Talent
- Analysis/Problem Identification
- Attention to Detail
- Quality Orientation
- Safety Awareness
- Innovation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1-year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Some positions may require equipment operation training, hazardous materials shipping and/or emissions quality control training and certification after employed**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Biological Science or Health Science theories, concepts and methods.
- Scientific research methods, concepts, techniques and practices.
- Laboratory diagnostic and research tests and procedures.
- Safety, radiological, chemical and biological hazards of the occupation.
- Operation and maintenance of research instrumentation.
- Applicable University, state and federal policies and procedures.
- Applicable research rules, regulations and protocols.
- Computer software applications applicable to area.
- Database applications.

Skills and Abilities to:

- Perform, analyze and evaluate routine and advanced laboratory tests and maintain quality control.
- Detect experiment results following research protocols.
- May work with large animals, especially horses and cattle.
- Maintain quality control procedures.
- May travel regularly as directed.
- Safely follow laboratory and procedure protocols.
- Adhere to time and priority management.
- Supervise, train, and evaluate assigned staff.
- Provide effective communication with effective interpersonal skills.
- May assist in preparing presentations on research projects.
- Maintain and may assist with ordering and inventory equipment, supplies and reagents for assigned area.
- May perform literature searches using computers and databases.

- Perform as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Laboratory and office environments; may have regular exposure to biological, radiation, chemical, and mechanical hazards, vapors, fumes, and temperature variations; some positions may include regular exposure to hazards associated with research animals.

DISTINGUISHING FEATURES:

Laboratory Technician I: Under general supervision, performs preparation, testing, analyses, quality control, data evaluation and completes reports and lab documentation; may request supplies; maintains lab equipment and lab materials, and responsible for daily laboratory operational functions.

Laboratory Technician II: Under limited supervision, performs diagnostic/ research tests using laboratory procedures and complex analysis according to testing requirements, assists in developing new techniques and methods, trains students, supervises lab functions, and works with research faculty.

Laboratory Technician III: Under very limited supervision, performs diagnostic/research tests using advanced laboratory procedures and highly complex equipment according to special requirements, creates new techniques and methods, contacts and discusses issues with clients and other laboratory or research professionals, teaches lab classes, gives presentations; autonomously manages laboratory operations; this is the final and highest level within the classification job description series for Laboratory Technicians.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.