

## Laboratory Assistant

**DESCRIPTION OF WORK:** Positions in this banded class perform a variety of support tasks in a laboratory, including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various record keeping functions. Positions may pickup and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area. Positions may be responsible for supervision of students.

### **EXAMPLES OF COMPETENCIES:**

#### **CONTRIBUTING**

**Knowledge – Technical:** Basic knowledge of appropriate cleaning and sterilizing materials and techniques. Ability to maintain a clean and safe laboratory environment.

**Safety and Health Compliance:** Ability to clean and maintain the laboratory and equipment according to written directions and procedures.

**Communication:** Ability to listen to instructions, and ask necessary questions to complete assigned tasks.

**Interpersonal Skills:** Ability to communicate appropriately with fellow staff and supervisors.

#### **JOURNEY**

**Knowledge – Technical:** Working knowledge of appropriate cleaning and sterilizing techniques. Working knowledge of appropriate laboratory techniques, equipment and terminology. Working knowledge and skill in the use of laboratory equipment.

**Safety and Health Compliance:** Ability to recognize the safety issues involved with contaminated or hazardous materials. Ability to handle and dispose of those materials safely and appropriately, with no risk of exposure to self or others.

**Communication:** Ability to maintain appropriate records and databases. Ability to advise other staff and supervisors of issues and concerns.

**Interpersonal Skills:** Ability to develop and maintain effectively working relationships with others to encourage and support communication and teamwork.

#### **ADVANCED**

**Knowledge – Technical:** Full knowledge of appropriate laboratory techniques, equipment and terminology. Knowledge of appropriate procedures and ability to prepare various laboratory media. Ability to maintain and calibrate laboratory equipment. Ability to supervise students and mentor other staff.

**Safety and Health Compliance:** Ability to instruct students and other staff in the safe handling of various chemical solutions and operation of equipment.

**Communication:** Ability to instruct students and other staff in appropriate cleaning and sterilizing procedures, as well as other laboratory procedures.

**Interpersonal Skills:** Ability to relate positively to staff both without and outside of the assigned laboratory. Ability to work with a variety of professionals.

**MINIMUM TRAINING AND EXPERIENCE:** Demonstrated possession of competencies required for the class.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.