

# University of Houston – Clear Lake

## Position Description

Job Title: **Science Lab Supervisor**

Job Code: **3077**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	Three to five years of work in university laboratory settings in Natural Science discipline.	One to three years of experience with Laboratory Safety Standards and Protocols.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

Supervising the maintenance and operations of the natural science laboratories within the School of Science and Computer Engineering (SCE). The Science Lab Supervisor for the SCE Natural Sciences (NS) is the primary contact for ordering, tracking, maintaining and receiving the recurring stock of lab supplies and chemicals for the NS teaching and research laboratories. The NS Science Lab Supervisor is also the primary point of contact for ordering, maintaining and repairing NS lab equipment as well as for ordering and receiving course specific laboratory items for requests from individual SCE faculty. Supervising the Science Lab Technician on helping the NS faculty in regard to lab preparation and set up for teaching laboratories and with the physical inventory are also a crucial aspect of the purpose of the NS Lab Supervisor's job. Interacting with the NS academic programs and school level contacts as well as the offices within the UHCL Administration and Finance Division as relevant to the procurement of laboratory supplies, chemicals and equipment as well as the maintenance and operation of NS equipment is important to the purpose of this job. When the Natural Sciences Division Chair is not available, the NS Science Lab Supervisor will be the contact for lab related issues that occur outside the normal operating hours at UHCL. Work with the NS Division Chair to maintain safety standards in all Teaching and Research Laboratories.

### Duties and responsibilities

### % Time

Ordering, tracking and receiving laboratory supplies, chemicals and equipment for the NS Laboratories. Tracking expenditures and monitoring balances in cost centers supporting SCE laboratory items and operations.	50
Supervise and evaluate the Science Lab Technician, who will be working with faculty and teaching assistants in setting up labs and preparing teaching labs for experiments.	20
Maintaining the chemical inventory for the Natural Science Laboratories and work with UHCL Safety Office and maintenance personnel in keeping the laboratories safe, clean and maintained.	10
Developing and maintaining laboratory procedures, schedules and protocol for safe and efficient use of the Natural Science Laboratories	10
Tracking tagged and untagged laboratory items and maintain the physical inventory for NS laboratory assets. Complete the annual physical inventory process working with NS Faculty and the UHCL Asset Management Office. Respond to Laboratory related issues that occur outside the normal operating hours of UHCL.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*