

**JOB INFORMATION**

Effective Date	1/18/2023
Job Code:	3077
Job Title:	Science Lab Supervisor
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	Supervising the maintenance and operations of the natural science laboratories within the College of Science and Engineering (CSE). The Science Lab Supervisor for the CSE 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 CSE faculty. Supervising the Science Lab Technician in helping the NS faculty regarding lab preparation and set up for teaching laboratories and with the physical inventory are also crucial aspects 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 the 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.

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor of Science Degree.	Required	

## Work Experience

Experience	Experience Details	Required/Preferred	
Some	3-5 years of work in a university laboratory setting in the Natural Science discipline.	Required	
Less than 3 yrs	1-3 years experience with Laboratory Safety standards and protocols.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Ability to initiate procurement request documents, and use financial information available from the PeopleSoft university financial system.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Advanced skills in using Excel, Access and InfoPath in developing and using spreadsheets and databases for initiating and tracking expenditure requests and inventory.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Excellent organization and communications skills are required for interacting with faculty,, students, and staff working throughout the university.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Experience and knowledge in working with vendors and suppliers in terms of their sales, ordering, and accounts payable functions.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Working knowledge and current understanding of the types of supplies and equipment used in the day to day operations of the labs as well as purchasing skills needed to research and specify requirements and options for state of the art laboratory needs.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Exceptional work ethic and a commitment to good business practices.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to manage and evaluate subordinates.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Knowledge of Laboratory Safety Standards and Protocols.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>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.</li> </ul>	50%
<ul style="list-style-type: none"> <li>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.</li> </ul>	20%
<ul style="list-style-type: none"> <li>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.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Developing and maintaining laboratory procedures, schedules and protocol for safe and efficient use of the Natural Science Laboratories.</li> </ul>	10%
<ul style="list-style-type: none"> <li>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.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Respond to Laboratory related issues that occur outside the normal operating hours of UHCL .</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description