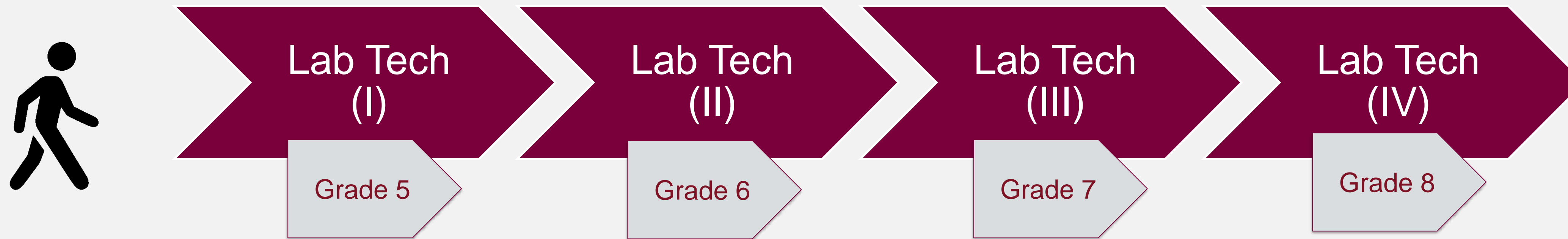


LABORATORY TECHNICIAN

Job Family Progression:

This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.



Laboratory Technician Progression

Lab Tech I [JD0685]

JE Results

- Grade 5

Education and Experience

- 3 year Community College diploma.
- 1 year experience.

Scope of Job

- Under the direction of the immediate supervisor, participates in the execution of laboratory projects and experiments.
- Performs a variety of specialized technical tasks according to established methodology.

Core Job Duties

- Conduct initial lab set-up in accordance with lab schedules and requirements.
- Perform pilot experiments and prepare lab demonstration materials.
- Demonstrate and train others on experimental techniques and the operation of laboratory equipment.
- Modify and adapt labs, as directed.
- Conduct routine analyses of data.
- Perform trouble-shooting during the lab period to correct issues including, but not limited to, equipment failure and contamination.
- Update and maintain detailed records of lab preparations and procedures.
- Observe details and maintain accurate records of experiments and results.
- Calibrate and maintain scientific equipment and instruments in accordance with prescribed requirements.
- Perform minor equipment repairs and arrange for major repairs through supervisor or outside contractor.
- Exchange technical and scientific information with others.
- Inform supervisor of any defects or irregularities and take appropriate measures to rectify the situation.
- Responsible for keeping laboratory facilities, equipment, and area in clean, safe working order.
- Assemble and adjust tests and laboratory equipment for experiments and procedures.
- Operate, adjust, and maintain a variety of laboratory equipment and scientific instruments.
- Schedule laboratory equipment for use.
- Prepare a variety of chemicals, solutions, sterile media, staining reagents and other materials required for the lab.
- Pipette a variety of reagents and media.
- Update, maintain, and verify inventory control of chemicals, media, and supplies.
- Monitor supplies and order inventories.
- Responsible for the proper storage of materials and the appropriate disposal of waste.
- Adhere to standardized procedures and protocols when dispensing chemicals and base media.
- Input, maintain, and verify information in a variety of databases and spreadsheets.
- Conduct literature searches.

Supervision

- No formal supervision of others is required.

Lab Tech II [JD0686]

JE Results

- Grade 6

Education and Experience

- 3 year Community College diploma.
- 2 years experience.

Scope of Job

- Under the direction of the immediate supervisor, oversees the day-to-day operations of a facility, laboratory or multiple laboratories.
- Coordinates the execution of projects and service.

Core Job Duties*

- Oversee the day-to-day operations of a facility, laboratory or multiple laboratories.
- Coordinate the execution of experiments, projects and services.
- Establish priorities and ensure adherence to schedules.
- Provides technical guidance and assistance concerning work methods, the use of equipment and techniques, and the analysis of results.
- Review, test, evaluate, and modify equipment and methodology.
- Recognize and investigate apparent reasons for obvious deviations in results obtained.
- Write a variety of documents such as standard operating procedures.
- Conduct initial lab set-up in accordance with lab schedules and requirements.
- Perform pilot experiments and prepare lab demonstration materials.
- Demonstrate and train others on experimental techniques and the operation of laboratory equipment.
- Conduct routine and moderately complex analyses of data.

Supervision

- Organizes, distributes and verifies the work of others and participates in their training.

Lab Tech III [JD0687]

JE Results

- Grade 7

Education and Experience

- Bachelors Degree.
- 2 years experience.

Scope of Job

- Under the direction of the immediate supervisor, design new laboratory exercises and procedures and oversee the day-to-day operations of a facility, laboratory or multiple laboratories.

Core Job Duties*

- Design new laboratory exercises and procedures.
- Conduct literature searches and write literature review summaries.
- Conduct moderately complex analyses of data.

Supervision

- Organizes, distributes and verifies the work of others and participates in their training.

Lab Tech IV [JD0688]

JE Results

- Grade 8

Education and Experience

- Bachelors Degree.
- 3 years experience.

Scope of Job

- Under the direction of the immediate supervisor, design new laboratory exercises and procedures and oversee the day-to-day operations of a facility, laboratory or multiple laboratories.

Core Job Duties*

- No change in duties from Lab Tech III

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.