

## **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 III**

**Reports To:** Designated Supervisor

**UW Job Code:** 3025

**UW Job Family:** 51 - Technicians

**SOC Code:** 19-4099

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 11-5-01 (revised 7-1-02; 5-12-03; 9-16-03; 7-1-04)

**JOB PURPOSE:**

Manage the operations of a designated laboratory; perform advanced diagnostic/research tests and services with complex analysis and interpretation of data; teach lab classes; train and supervise undergraduate and graduate students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and direct the daily operations of a designated laboratory.
- Perform tests, analyze and interpret results of data collected or received from outside agencies or institutions.
- Operate, maintain and repair highly complex research instruments/equipment.
- Communicate results of diagnostic/research testing with internal and external clients.
- Discuss issues of concern with internal and external clients such as impact on the surrounding areas.
- Determine or develop appropriate advanced research 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; assist and instruct users in the interpretation of results.
- Design and implement diagnostic/research laboratory procedures for which precedents do not exist.
- May teach designated laboratory or related course work, such as PATH 4050, PATH 4200, PATH 5505, lab management, or special problems.

**SUPPLEMENTAL FUNCTIONS:**

- Maintain records, complete laboratory forms, reports, and bill clients for services performed.
- Maintain inventory and purchase laboratory supplies.
- Participate in method development and research project design(s).

**COMPETENCIES:**

- Analysis/Problem Identification
- Attention to Detail
- Initiative
- Developing Organizational Talent
- Safety Awareness
- Work Standards

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years 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, certification and re-certification after employed.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Biological Science or Health Science basic, advanced, and expert theories, concepts and methods.
- Advanced and complex research scientific methods, concepts, techniques and practices.
- Advanced and complex diagnostic and research tests and procedures.
- Design methods, concepts and procedures for advanced and complex laboratory research.
- Safety, radiological, chemical and biological hazards of the occupation.
- Laboratory management, protocols, and practices.
- Supervision methods, techniques and practices.
- Purchasing and inventory methods and procedures.
- Operation and maintenance of complex 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 interpret advanced laboratory tests and maintain quality control.
- Detect experiment results following research protocols.
- May work with large animals, especially horses and cattle for some positions.
- Assist with developing advanced new testing techniques and methods.
- Develop and maintain quality control procedures.
- Travel regularly locally, nationally or internationally, as directed for some positions.

- Supervise, train, and evaluate assigned staff.
- Provide effective communication with effective interpersonal skills.
- May assist in writing contracts and/or grants.
- Maintain statistics, prepare reports, and maintain records.
- Maintain, order and inventory equipment, supplies and reagents for assigned area.
- Perform literature searches using computers and databases.
- Instruct others on lab and research procedures and protocols.
- Perform as a team member and foster a cooperative team environment.

**WORKING CONDITIONS:**

Laboratory and office environments; 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.