**Laboratory Technician Standard Job Description**

**Classification Title:** Laboratory Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Laboratory Technician, under general supervision, prepares and maintains laboratory equipment.

**Essential Duties and Tasks:**

**30%: Laboratory Preparation**

* Sets-up and maintains equipment for the assigned laboratory and updates laboratory computers.
* Performs laboratory and prep room cleanup.

**30%: Operations**

* Assists undergraduate and graduate students with their research projects.
* Maintains inventory and orders parts and supplies as needed.
* Maintains laboratories according to Occupational Safety and Health Act (OSHA) specifications.
* Provides logistical support with computers in the laboratory.

**20%: Development**

* Improves and develops new experiments to be implemented into assigned laboratories.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Associate degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* One year of related lab work experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of lab room preparation and lab techniques and safety.
* Ability to read and comprehend verbal and written instructions.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Equipment

**Physical Requirements:**

* Ability to move and lift moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**