Job Title: Manager, Natural Science Lab
Reports to: Department Chair
FLSA Status: Non-Exempt
Level: 212
Position Class:

Job Summary:
Oversees the management of the laboratory buildings and equipment on all campuses under the supervision of the Department Chair. Organizes and maintains budgets. Purchases capital equipment and materials. Consults with faculty and assists department chair in the general oversight of the instructional laboratory. Provides supervision of laboratory coordinators, laboratory assistants and student assistants.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides general oversight of laboratory facilities. Supervises and schedules staff in support of laboratory classes, including scheduling, training, performance evaluation and discipline.

2. Assists Department Chair in preparation and management of department budgets. Identifies vendors, obtains quotes and orders capital equipment and supplies.

3. Maintains laboratory facilities in good working order by keeping equipment clean and reports equipment failures to appropriate College department.

4. Maintains inventory of capital equipment, chemicals, biological agents and supplies. Maintains records and replenishes as needed.

5. Maintains buildings and educational equipment on all campuses, assuring readiness for daily use. Identifies major and minor maintenance and safety issues and manages corrective actions.

6. Coordinates and instructs faculty and students in proper use of equipment, including disposal of hazardous waste.

7. Compiles reports, conducts inspections, and handles other administrative tasks as required for specific discipline.
8. Coordinates the rental activities of the department’s facilities and equipment by outside institutions. Provides billing information to Finance.

9. Provides written report of activities to department chair. Priorities work to meet deadlines with minimal supervision.

10. Works closely with the Director of Public Safety and the Assistant Director of Facilities to maintain compliance with local, state and federal agencies, as required.

11. May have other discipline-specific duties as required.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelors’ Degree from four-year college or university and five years of discipline related experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional/scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheets, databases, internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, data base and other College required software. Must remain current with technology changes.

- **Certificates and Licenses:**
  May be required in science labs.
**Responsibility for People and Property:**
Responsible for routine maintenance of laboratory equipment. Supervises 3 or more career employees along with student assistants.

**Responsibility for Communication:**
- **Internal Contacts:**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other State College of Florida, Manatee-Sarasota administrative and support departments.

- **External Contacts:**
  Frequent contact with vendors; occasional contact with prospective students, general public, and professionals appropriate for discipline. Frequent contact with institutions renting the facility.

**Work Environment:**
This position requires regular exposure to hazardous working conditions. The employee is regularly exposed to hazards including toxic chemicals or materials and risk of physical trauma.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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