Administration and Finance Division
Laboratory Technician I

University Classification: Laboratory Technician I
Job Code: GA44
Pay Level: 06
Position #: 00121408
Org/Dept/Sub-dept #: 90-9170-00020
Position Reports to: Laura Clark 00104855
Name Position #

Building: Hygienic Laboratory (HLI)
Part/Full Time Full Time Position

Hours: 8:00 am to 5:00 pm
Shift: 1st
Shift Details: Will work a rotating weekend.
Work Week: Rotation
Week Details: Will work a rotating weekend.
Additional Hours: Will work rotating holiday and weekend schedule.

Position Specific Summary:
The home base for this position will be in Media, within the Accessioning, Glassware and Media Prep Unit of the Administration and Finance Division of the State Hygienic Laboratory, at the Coralville location. This position will cross-train in Glassware and Accessioning to provide flexibility in staffing for the variable workload. Work will typically be Monday through Friday with rotating holidays and occasional weekends.

Under direct supervision, performs technical and allied duties related to the function of a clinical, environmental, teaching or research laboratory and requiring a limited degree of skill. May use microscopes and other instruments and test equipment to make simple quantitative and qualitative analysis; maintains a laboratory area and equipment, and provides functional supervision to Laboratory Assistants as required.

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Key Areas of Responsibilities</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Characteristic Duties and Responsibilities</td>
<td>Performs simple and repetitive tests on experimental materials or animals to process environmental samples or biological specimens, such as adding chemicals and recording color changes, counting blood cells under a microscope, and recording food intake of animals.</td>
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<td>Records data from standard laboratory equipment such as oscilloscopes, pressure transducers, amplifier-recorders, etc.</td>
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<td>Prepares simple chemical solutions for media, reagents, and drugs according to established instructions or procedures.</td>
<td>• Prepares simple chemical solutions for media, reagents, and drugs according to established instructions or procedures.</td>
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<td>Performs routine cleaning and preventative maintenance in a small laboratory area and for laboratory equipment therein.</td>
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<td>Receives, and properly distributes, incoming mail, freight, laboratory supplies, biological specimens or environmental samples, and directs and performs the packing and mailing of outgoing freight, specimens and reports.</td>
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<td>Assembles and dismantles experimental equipment according to set standards. May assist in building more complex equipment.</td>
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<td>Maintains supplies and equipment for small laboratory area and reports of lacking stocks. Assists with this function in large laboratory areas.</td>
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<td>Performs data entry to label and process laboratory specimens.</td>
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**Primary duties in Media**
- Knowledge of supply requisition.
- Knowledge of monthly billing process.
- Use of appropriate personal protective equipment (PPE) and related safety practices.
- Understand how to operate autoclave.
- Accuracy in pipetting and other measuring devices.
- Knows location of media orders.
- Able to prioritize media preparation.
- Understands how to create lot numbers and expiration dates.
- Understand media storage requirements.
- Understand proper use of instrumentation and maintenance.

**Duties in Glassware**
- Use of appropriate personal protective equipment (PPE) and related safety practices.
- Understand process of replacing red bio-hazard containers.
- Understands knowledge of dirty versus clean glassware for pick-up and delivery.
- Understands how to use dish washers, ovens, ultrasonic cleaner and related maintenance.
- Understand how to operate autoclave.
- Understand how to prepare certain bottles for environmental kits to go to clients.
- Knowledge of section specific supplies for cleaning and returning.

**Duties in Accessioning**
- Daily Quality Control (QC) checks: Infrared (IR) thermometers, refrigerator temperatures, eye wash checks.
- Send and receive Ankeny-Lab samples.
- Sorting clinical versus environmental samples.
- Understand clinical versus environmental Test Request Forms (TRF).
- Sorting clinical samples by section.
- Labeling clinical and environmental samples with OpenELIS (OE), (the local lab information management system) labels.
- Scan and copy TRF for clinical and environmental samples.
- Change labels and ribbons in printers.
- Learning clinical and environmental specific tasks based on sample type.

**Knowledge Skills and Abilities**
- Knowledge of care and use of laboratory equipment.
- Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
- Knowledge of standard cleaning techniques and equipment and supplies required.
- Knowledge of keyboarding and computer data entry skills.
- Ability to use proper bending and lifting techniques.
- Ability to communicate effectively with others.
- Ability to follow oral and written instructions.
- Ability to collect data, keep accurate records, and prepare reports.
- Ability to work with computerized inventory control systems.
- Ability to use and care for tools in maintenance and repair work.
- Ability to prepare chemical solutions according to instructions.

**Universal Competencies**

| Positive Impact/Achieving Results | Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results. |

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LOCAL JOB DESCRIPTION 01/2019
### Service Excellence/Customer Focus
Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

### Collaboration and Embracing Diversity
Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

### Position Qualifications

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<th>Minimum Qualification</th>
<th>Desired Qualification</th>
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<td>• One year of related laboratory experience, or</td>
<td>• Two years of related laboratory experience, or</td>
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<td>• Any combination of related experience and/or related undergraduate courses in</td>
<td>• Certified Laboratory Assistant (CLA) certification</td>
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<td>physical or natural sciences that is equivalent to one year of full-time employment.</td>
<td>• Experience with a laboratory information management system, e.g. OpenELIS (OE)</td>
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<td>• Possession of a valid state or commercial driver's license, is required.</td>
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See requisition # 19001166 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) within Research/Scientific Category

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.