University Classification:  Laboratory Technician I

Job Code:  GA44  Pay Level:  06
Position #:  00239288  Org/Dept/Sub-dept #:  90-9170
Position Reports to:  Laura Clark  Name  00104855
Building:  HLI  Part/Full Time:  Full Time
Work Schedule:  M-F, 9am – 5:30pm with possible weekends and rotating Holidays

Position Specific Summary:
The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Health and Human Services, has an exciting full-time opportunity for a Laboratory Technician I in the Coralville, Iowa facility. The position is to contribute to the Laboratory Support Services section of the State Hygienic Laboratory (SHL). Within a high-volume, fast-paced clinical and environmental lab environment, this position will perform sample accessioning, and preparation, utilizing the Laboratory Information Management System (LIMS).

Position Status:  1 Year Term, with the possibility of being renewed for a second year.
Work Schedule:  M-F, 9am – 5:30pm with possible weekends and rotating Holidays.
Work Location:  Coralville, Iowa
Work Modality:  On-site

Key Areas of Responsibilities and Specific Job Tasks

<table>
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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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| Characteristic Duties and Responsibilities | • 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.  
• Records data from standard laboratory equipment such as oscilloscopes, pressure transducers, amplifier-recorders, etc.  
• Prepares simple chemical solutions for media, reagents, and drugs according to established instructions or procedures.  
• Performs routine cleaning and preventative maintenance in a small laboratory area and for laboratory equipment therein.  
• 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.  
• Assembles and dismantles experimental equipment according to set standards. May assist in building more complex equipment.  
• Maintains supplies and equipment for small laboratory area and reports of lacking stocks. Assists with this function in large laboratory areas.  
• Performs data entry to label and process laboratory specimens.  
• Responds to telephone inquiries regarding laboratory specimens. Investigates and resolves minor laboratory questions.  
| 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 LIMs labels.
- Scan and copy test request forms (TRF) for clinical and environmental samples.
- Complete data entry and verification on environmental and clinical samples.
- Learning clinical and environmental specific tasks based on sample type.

**Primary duties in Glassware**
- Use of appropriate personal protective equipment (PPE) and related safety practices.
- Understands process for regular QC checks on Glassware equipment.
- Understands process for ordering supplies through UI systems.
- 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 Media**
- 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.
- Understands how to create lot numbers and expiration dates.
- Understand media storage requirements.
- Understand proper use of instrumentation and maintenance.

**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**

<table>
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<tr>
<th>Collaboration/Positive Impact</th>
<th>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</th>
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<tbody>
<tr>
<td>Service Excellence/Customer Focus</td>
<td>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.</td>
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<td>Welcoming and Respectful Environment</td>
<td>Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including:</td>
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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

#### Minimum Eligibility Requirements

- One year of related laboratory experience, or
- Any combination of related experience and/or related undergraduate courses in physical or natural sciences that is equivalent to one year of full-time employment.

#### Special Qualification/Licenses

- Possession of a valid state or commercial driver's license, and ability to meet University Fleet Safety Standards.

#### Desirable Qualifications

- Two years of related laboratory experience, or
- Certified Laboratory Assistant (CLA) certification.

See requisition # 24003062 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.