



Senior Laboratory Technician

Job Code: 3371

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs more complex tests and analyses in a laboratory using appropriate technical equipment and instruments. Performs diagnostic laboratory tests and examinations according to standardized procedures, records and reports results.

- Performs specialized tests on patients to include but not limited to collecting samples and performing vestibule tests, bio-electronic exercising, and physiological function tests, and andrology and endocrine tests to assist physicians in the diagnosis and treatment of diseases.
- Performs chemical, physical, or biological tests and supports scientific investigators in research projects.
- Operates laboratory equipment, to include but not limited to centrifuges, titrators, pipetting machines and pH meters.
- Plans, sets up, and undertakes controlled experiments and trials.
- Records and analyzes data.
- Calculates test results, logs, and reports results to the supervisor.
- Conducts daily quality control and performs instrument calibration and adjustments prior to performing lab tests.
- Manages the maintenance and repairs of laboratory equipment.
- Compiles, enters, and graphs data and files reports.
- Assesses laboratory needs, inventories supplies, and orders and stocks supplies and orders equipment.
- May supervise and train other laboratory staff.
- Ensures the work is equally distributed and completed.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School Diploma

Experience:

Required: 12 months of laboratory experience.

Certifications or Licenses:

• None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of laboratory procedures
- Working knowledge of the proper handling of chemicals and biohazardous materials
- Ability to perform mathematical calculations in different units of measurement
- Ability to use fractions, percentages, and ratios
- Knowledge of Microsoft Office Suite or other relevant programs
- Detail oriented and excellent organizational skills
- Ability to communicate verbally and in writing

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity, walking, and talking. Ability to move or lift up to 20 pounds.

Environmental:



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

May be exposed to biohazardous materials, blood borne pathogens, or chemicals.

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