



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 761.2

Job Title: **LABORATORY TECHNICIAN**

Pay Grade: 6

GENERAL SUMMARY:

Performs a variety of routine serological, bacteriological, hematological and/or chemical laboratory tasks in a laboratory or clinical environment. All work is performed according to clearly prescribed procedures and laboratory techniques under immediate supervision.

RESPONSIBILITIES:

- Receives, records, processes and ships/delivers specimens. Maintains quality control of the specimens. Prepares cultures, stains, reagents, plates and other routine laboratory samples.
- Maintains, organizes and cleans laboratory area, equipment and supplies.
- Prepares chemical solutions and adjusts the acidity or alkalinity (pH) of solutions.
- Cleans glassware, decontaminates materials and maintains proper records for decontamination.
- Enters computer data.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

EXPERIENCE:

Six months of technical laboratory experience are required. Directly related formal training may be substituted for the experience requirement on a month-for-month basis.

COMPLEXITY:

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as racks of test tubes or bottles, laboratory supplies or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Laboratory Technician

Effective: October 1990

Revised: July 1996