AUBURN
Human Resources

Dir, Soil, Forage, & Water Test Lab

Job Description

JOB INFORMATION

Job Code	HD06
Job Description Title	Dir, Soil, Forage, & Water Test Lab
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/24/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Oversees setting and maintaining laboratory and safety standards for Auburn University's Soil, Forage, and Water Testing Laboratory and its EPA-Certified Water Testing Lab.

RESPONSIBILITIES

- Plans and oversees the daily operation of a research laboratory to meet schedules, standard procedures, safety, and record keeping/reporting requirements.
- Designs and plans experiments, tests, and laboratory sequences by developing standard operating procedures (SOPs) and other protocols.
- Plans and coordinates the repair, security, and maintenance of equipment, supplies, and facilities of the laboratory.
- May draft grant proposals, conduct formal and informal tours of the laboratory, and manage financial transactions.
- Maintains inventory of supplies necessary for laboratory use.
- Collects and identifies samples, performs analysis, and prepares appropriate reports.
- Instructs and trains lab technicians on the safe and proper use of the lab and associated equipment.
- Supervises employees and is responsible for conducting annual performance reviews.
- Implements and maintains quality control (QC) plans for the EPA-certified Water Testing Laboratory.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Science is required.	and	5 years of	experience managing a laboratory, providing customer results, and improving analytical accuracy. Shows progressively increasing levels of responsibility in laboratory management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laboratory techniques, safety procedures, and teaching principles.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		up to 50 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.