
Auburn University Job Description

Job Title: **Dir, Soil, Forage, & Water Test Lab** Grade RE10 \$60,300 - \$108,500
Job Code: **HD06**
FLSA status: Exempt
Job Family: Research
Job Function: Lab

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.

Essential Functions

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

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Bachelors Degree in Science is required.
Experience (yrs.)	5	Experience managing a laboratory, providing customer results, and improving analytical accuracy. Shows progressively increasing levels of responsibility in laboratory management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting up to 100 pounds.

Vision Requirements: Ability to see information in print and/or electronically. Must be able to distinguish similar sample colors.

Date: 7/24/2023
