

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: LABYASTEA29R

Civil Service Class and Level: Laboratory Assistant-E

Working Title (What the agency calls the position): Laboratory Assistant

Name and Position Code Description of Direct Supervisor: KANE, MARLENE J; LABORATORY SCIENTIST MANAGER-2

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission):

Division: Remediation and Redevelopment Division

Section: Laboratory Services

Unit: Support Services Unit

Work Location (City and Address)/Hours of Work: 3350 N MARTIN LUTHER KING JR; LANSING, MI 48906 / Monday - Friday, 8:00 am - 5:00 pm

General Summary of Function/Purpose of Position: The employee in this position is responsible for couriating and logging in samples into the environmental and drinking water Laboratory Information Management (LIM) Systems, performing weekly inventory, ordering, stocking, inspecting, assembling, and shipping a wide variety of laboratory materials including laboratory sample containers, preservatives, shipping containers, boxes, and labels to facilitate the proper collection and receipt of materials for the environmental program of the Laboratory Services Section. Primary tasks performed include preparing preservatives and sample container kits for shipment from bottle orders, weekly inventory, maintaining stock supply inventory, Drinking Water and Environmental sample receiving and login, couriating samples from clients to the laboratory and other duties as assigned.

Assigned duties and tasks for each duty.

Duty 1: Log samples into the Laboratory Information (LIM) system. Prepare and ship Drinking Water and Environmental sampling kit orders to customers in a timely manner from orders submitted to the laboratory via phone and email.

- Receive and set up samples in accordance with the documentation received.
- Log samples into the drinking water or environmental LIM system.
- Label bottles with appropriate sample tracking information generated by the LIM system.
- Deliver samples to scientists in designated areas at designated times.
- Prepare back stock of sample container kits including sample containers, labels, analysis request forms, and shipping containers.
- Construct shipping containers for shipment of items.
- Prepare sample container preservatives for shipment with sample containers.
- Add required preservatives to sample containers.
- Prepare sampling kit orders from orders submitted to the laboratory.
- Prepare sampling kit order shipments using UPS shipping computer application and US Postal Service.
- Maintain a clean and safe work area.
- Weekly inventory of all bottles utilized by both laboratories.

Duty 2: Courier drinking water and/or environmental samples from clients to the laboratory.

- Utilize a state vehicle to drive to designated places to pick up samples for return to the laboratory.
- Ensure all paperwork is complete, correct, and signed appropriately.
- Ensure samples are collected in the correct sample containers with any applicable preservatives, packaged appropriately, and thermally preserved on ice where appropriate.
- Follow all State of Michigan Vehicle Rules including maintenance and cleanliness.

Duty 3: Other duties that may be assigned.

- Perform other duties that may be assigned by the Unit Supervisor.

Types of decisions made independently and whom or what those decisions affect: Determining which vendor to select for sending packages. Determining when supplies need to be ordered to maintain inventory. Determining where supplies can be stored. Resolving questions regarding type and quantity of sample kits to be shipped. Checking Chain of Custody or Request for analysis forms for correctness/completeness.

Types of decisions that require the supervisor's review: Changes in procedures, work schedules, and supply orders.

Physical effort used to perform this job and environmental conditions of this position: Transporting and lifting large, awkward, heavy boxes greater than 20lbs, and standing, sitting or bending for long periods of time. Driving to pick up and transport samples back to the laboratory. Exposure to chemicals used to preserve sampling kits and laboratory stock supplies. Using a computer.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The essential duties of this position are to ensure efficient sample receipt and login, bottle inventory and control of laboratory supplies, reagents, and sampling containers for preparing drinking water and environmental sampling kits, and preparation and shipping of sampling kits and supplies.

The function of the position's work area and how it fits into that function: The function of the work area is the analysis of drinking water and environmental samples from customers of the State of Michigan. The employee in this position is primarily responsible for logging in samples, preparing the sample container kits that customers will use to collect and submit samples to the EGLE Laboratories and couriering samples from clients to the laboratory.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Laboratory Assistant 6

No specific type or amount is required.

Laboratory Assistant 7

One year of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant 6.

Laboratory Assistant E8

Two years of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant, including one year equivalent to a Laboratory Assistant 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to move materials weighing over 20 pounds. The ability to keep an inventory system on a computer database. Ability to drive and maintain a safe driving record.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License is preferred.