



**State Hygienic Laboratory  
Environmental Health Division  
Laboratory Technician II  
Ankeny, Iowa**

University Classification: **Laboratory Technician II**

---

Job Code: **GA45** Pay Level: **08**

Position #: **00268772** Org/Dept/Sub-dept #: **90-9170**

Position Reports to: **Sherri Marine** **00016407**

Name Position #

**Position Specific Summary:**

The State Hygienic Laboratory (Iowa's Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Public Health, has an exciting full-time opportunity for a Lab Tech II in the Ankeny, IA facility. The primary function of the position is to perform accessioning of samples, verify samples and specimens match the paperwork. The Lab Tech II also assigns accessioning numbers via computer bar-coded labels and performs data entry of the samples into the database. Other duties include the delivery of samples to the appropriate areas within the laboratory and to assist in shipping of supplies, kits, paperwork, etc.

**Location: Ankeny, Iowa**  
**Hours: M-F 8-5, Rotating weekends, and Holidays**

**Key Areas of Responsibilities and Specific Job Tasks**

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
<b>Characteristic Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Skillfully accession samples throughout the day. Open coolers, boxes, etc., and arrange sample bottles on the counter. Verify that the sample collection forms match the samples received and arrange by collection site. Retrieve the numbered, bar code sample labels from the computer and label printer. Match up the bar-coded labels with all the containers associated with each collection site; put one label on each container and match label/s with the paperwork. Make notation of the discrepancies.</li> <li>• Performs, or may direct performance of, data entry, labeling and processing of laboratory specimens.</li> <li>• Deliver samples to the appropriate locations within the laboratory to be stored such as the sample prep area, walk-in cooler or other laboratory areas. Ensure the short holding time and "Rush" samples are received and delivered to appropriate sections to meet method holding times. Help with organizing and managing the storage of samples in storage areas and the walk-in cooler. Help to dispose of samples when they are approved for disposal. Document sample custody accordingly.</li> <li>• Assist and train staff in performing the data entry of the environmental samples received in the ELIS database. May also cross train to learn data entry of the other databases of the laboratory such as clinical and Newborn Screening data entry and verification.</li> <li>• Make sure all paperwork received with samples is scanned and if needed a copy of the paperwork available for staff to view.</li> <li>• Stabilize and preserve samples when received. Take temperature and pH readings of samples when received. Record actions as required per method SOPs.</li> <li>• Greet clients and delivery personnel who walk-in with samples, supplies, etc. Be able to contact staff within the lab in order to facilitate answering clients questions or help them obtain the proper sampling kit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responds to, or may direct response to, telephone inquiries. Answers phone calls from clients requesting sample containers or other supplies to be shipped out. Create bottle orders in ELIS database per clients requests.</li> <li>• May need to use SHL fleet car to retrieve mail, purchase local supplies, or service vehicles.</li> <li>• Assemble kits and process for shipping. Process mail, kits, supplies, etc., for delivery by courier, express mail (UPS, FedEx) or USPS.</li> <li>• Under general supervision cleans laboratory equipment and washes or sterilizes instruments and prepares glassware as defined by relevant standard operating procedures (SOP's).</li> <li>• Prepares and may direct the preparation of standardized mixes of chemicals for media, reagents, etc., according to established procedures.</li> <li>• Operates dishwasher and performs extensive hand washing procedures as defined by SOP's.</li> <li>• Operates autoclave or oven for sterilizing. Documents cycle runs and archives related dishwasher and autoclave log file printout tapes.</li> <li>• Ensures glassware is properly prepared before sorting and returning to applicable laboratory sections.</li> <li>• Retrieves from Post Office and properly distributes or stores mail, biological specimens or environmental samples to be used in the laboratory. Identifies specimen or sample containers in order to make deliveries to proper sections. Operates postage machine to prepare outgoing laboratory correspondence.</li> <li>• Disposes of sample material in accordance with applicable policies and procedures.</li> <li>• Communicate with Supervisor any issues with equipment operation so that the appropriate service contractors are notified.</li> </ul>
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of care and use of laboratory equipment.</li> <li>• Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.</li> <li>• Knowledge of standard cleaning techniques and equipment and supplies required.</li> <li>• Knowledge of keyboarding and computer data entry skills.</li> <li>• Ability to use proper lifting and bending techniques.</li> <li>• Ability to communicate effectively with others.</li> <li>• Ability to follow oral and written instructions.</li> <li>• Ability to collect data, keep accurate records, and prepare reports.</li> <li>• Ability to count, add, subtract, multiply, divide and determine percentages.</li> <li>• Ability to work with computerized inventory control systems.</li> <li>• Ability to use and care for tools in maintenance and repair work.</li> <li>• Ability to perform difficult lab procedures and prepare chemical solutions according to instructions.</li> <li>• Ability to organize and prioritize multiple tasks.</li> <li>• Ability to exercise functional supervision over employees.</li> </ul>

### Universal Competencies

<b>Collaboration/Positive Impact</b>	Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
<b>Diversity, Equity and Inclusion</b>	Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.

<b>Service Excellence/Customer Focus</b>	Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
--	---

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

Minimum Eligibility Requirements	<ul style="list-style-type: none"> <li>● Two years of related laboratory experience including one year as a Laboratory Technician I, or equivalent level experience, or</li> <li>● Certified Laboratory Assistant (CLA) certification, or</li> <li>● Any combination of related post high school education and experience which totals two years.</li> <li>● Possession of a valid state or commercial driver's license, and ability to meet University Fleet Safety Standards.</li> </ul>
Desirable Qualification	<ul style="list-style-type: none"> <li>● Data entry experience</li> <li>● Knowledge of environmental and/or clinical terminology</li> </ul>

See requisition # 23001668 at <https://jobs.uiowa.edu>  
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.