

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LABORATORY GLASSWARE WORKER

JOB DESCRIPTION

Employees in this job wash, sterilize, inspect, and store laboratory glassware and/or prepare specimen kits used by hospitals, clinics, laboratories, doctors and dentists.

There are three classifications in this job.

Position Code Title – Laboratory Glassware Worker-E

Laboratory Glassware Worker 4

This is the intermediate level. The employee performs a variety of laboratory glassware worker activities while learning the work methods and practices and developing the skills needed to perform the work.

Laboratory Glassware Worker E5

This is the experienced level. The employee, with increased responsibility, performs a full range of laboratory glassware worker activities using limited judgment. Assigned work is generally performed according to specific supervisory instructions or established procedures, methods, and practices.

Position Code Title – Laboratory Glassware Worker-A

Laboratory Glassware Worker 6

This is the advanced level. The employee oversees the work of lower-level Laboratory Glassware Workers and is responsible for performing a full range of laboratory glassware worker activities.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Washes, by machine or by hand, laboratory glassware such as pipettes, test tubes, cylinders, vials, bottles and beakers, first by sorting and rinsing, then washing in soap water followed by further rinsing cycles and completed with distilled water rinse, dries them by using cloth, hot air dryer or acetone bath.

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Washes, by machine or by hand, unique laboratory paraphernalia used in various specialized testing areas according to rigid prescribed guidelines.

Operates autoclaves, sterilizing ovens and drying ovens; records temperature and pressure readings; maintains record of readings.

Collects and inspects glassware for cleanliness and cracks and/or fissures; determines conformance to health and safety standards and may remove items for further cleaning or for discard.

Fills and labels tubes and bottles with specified solutions.

Packs, wraps, plugs, corks, and caps glassware for laboratory use and for shipment to other laboratories.

Prepares specimen kits according to prescribed directions.

Prepares cotton pledgets, gauze pads and swabs using tools and equipment or by hand.

Cleans laboratory premises using solvents, brushes, and cloths.

Maintains records and prepares reports as required.

Works with and may train entry-level Laboratory Glassware Workers as assigned.

Performs related work as assigned.

Additional Job Duties

Laboratory Glassware Worker 6 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of lower-level Laboratory Glassware Workers and other personnel.

Reviews and studies work directives and request orders, determines the required cleaning and sanitizing materials, quantities, and necessary appropriate tools and equipment to facilitate timely and accurate glassware cleaning activities.

Oversees and ensures quality control by enforcing strict adherence to prescribed washing, cleaning and sterilizing techniques and practices.

Requisitions, issues and maintains inventory of supplies and materials.

Monitors the labeling of glassware orders to ensure prompt delivery to the proper laboratory within the necessary time framework.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Skill in handling fragile/breakable objects.

Ability to operate and use tools and equipment used to clean laboratory glassware.

Ability to follow instructions.

Ability to communicate effectively with others.

Ability to keep work-related records.

Working Conditions

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

Some jobs require an employee to bend, reach, and stand for extended periods.

Education

No specific amount of formal education is required.

Experience

Laboratory Glassware Worker 4

No specific type or amount is required.

Laboratory Glassware Worker E5

Eighteen months of experience equivalent to a Laboratory Glassware Worker 4 and satisfactory completion of the approved training program.

Laboratory Glassware Worker 6

Two and one half years of experience equivalent to a Laboratory Glassware Worker, including one year equivalent to a Laboratory Glassware Worker E5.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LABGLSWKR

Job Code Description

Laboratory Glassware Worker

Position Title

Laboratory Glassware Worker-E

Laboratory Glassware Worker-A

Position Code

LABGWKRE

LABGWKRA

Pay Schedule

L32-001

L32-002

ECP Group 1
Revised 6/1/06
TeamLeaders