



Career Service Authority

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Laboratory Aide

GENERAL STATEMENT OF CLASS DUTIES

Performs entry level labor work cleaning and disinfecting medical laboratories and work areas, which includes the cleaning of all laboratory equipment. The incumbent may also assist laboratory personnel in daily activities.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

No supervisor responsibility.

ESSENTIAL DUTIES

Cleans glassware and other utensils by operating autoclave or performing the proper cleaning procedures with established guidelines. Stores in proper laboratory areas.

Stocks all areas with adequate and proper items. Orders necessary stock as required.

Ensures the laboratory area is clean and sterile which may include instruments, counter tops, shelves, incubator and other laboratory fixtures.

May assist in maintaining inventory records and files.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.

Attends meetings as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their

problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

Agility – Bends, stretches, twists, or reaches out with the body, arms, or legs.

Stamina – Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).

Physical Strength – Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

Hazardous Materials – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Memory – Recalls information that has been presented previously.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moving away from the person.

Pulling: exerting force upon an object so that the object is moving toward the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Fingering: picking, pinching, or otherwise working with the fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through the use of two or more.

Lifting: raising or lowering an object up to 10 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids, and bio-wastes.

Exposed to housekeeping/cleaning agents/chemicals.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious diseases.
Exposed to odorous chemicals and specimens.
Exposed to patient elements.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries, and illnesses).
Exposure to toxic chemicals.
May be exposed to patient elements.
Subject to burns and cuts.
Subject to cuts from microtome knives.

Education Requirement:

Graduation from high school or possession of a GED Certificate is desirable.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY: 7/2009 - This class was revised, updated, and placed into the new class specification format.