



JULY 2009
FLSA: NON-EXEMPT

LABORATORY TECHNICIAN

DEFINITION

Under general supervision, performs specialized and technical duties to assist in the operation and maintenance of an instructional laboratory; designs and develops prototype experiments and demonstrations in a specialized subject area; prepares, receives, stocks, and issues laboratory materials, equipment and supplies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Dean or other supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This class operates and maintains an instructional laboratory in a designated subject area. Responsibilities include providing technical assistance to instructors and students in those courses that require laboratory work, such as assisting with setup, maintenance, and replacement of laboratory equipment, record-keeping, and maintaining the laboratory in a safe and efficient working order. This class is distinguished from the Tutorial Assistant in that it requires the knowledge of specialized equipment and materials related to the assigned scientific laboratory.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the operation and maintenance of an instructional laboratory in a specialized subject area; performs specialized and technical duties to assure efficient lab operations.
- Prepares and issues material and equipment for student use; maintains records of materials and equipment used by students.
- Prepares instructional materials and equipment for teachers' demonstrations and student use as requested.
- Conceptualizes, designs, and develops prototype experiments and demonstrations in the specialty field to which assigned, as requested by instructors; assists with complex hazardous experiments, as requested.
- Maintains laboratory environment in a safe, clean, and orderly condition.
- Assists students during experiments and with laboratory-based homework assignments.
- Serves as technical resource for faculty, staff, and students; trains or assists faculty in the use of technical equipment; performs various special activities related to laboratory work.
- Determines requirements for new and replacement equipment; researches vendors, costs, availability, and product specifications; recommends the purchase of equipment, supplies, and materials; orders,

receives, and stores supplies, materials, and equipment; maintains inventories, assuring that adequate quantities are available for instructional use.

- Fabricates equipment used in laboratory; adjusts, maintains, and performs minor repair to lab equipment; reports major repair needs or arranges for repairs according to established procedures.
- Prepares and maintains various records and reports related to laboratory operations and activities as required.
- Assists in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.
- Provides assistance with and explanation of laboratory procedures and methods to students.
- Trains and provides work direction to student workers as assigned.
- Operates a variety of equipment related to the specialized area of assignment.
- Keeps current with changes in pertinent laboratory materials and equipment in the field of specialty to which assigned and makes appropriate recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and equipment of assigned subject area.
- Standard instructional laboratory procedures.
- Safety regulations involving area of specialty.
- Principles and practices of providing work direction and training.
- Technical aspects of field of specialty.
- Safe and proper use and storage of hazardous or toxic materials.
- Operation, maintenance, repair, and calibration of technical equipment.
- Record keeping principles and procedures.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Perform specialized and technical duties to assure efficient lab operations.
- Provide technical information and assistance to faculty and students.
- Design and develop experiments and demonstrations.
- Assure the care and security of assigned equipment, materials, and supplies.
- Set up, service, adjust, modify, and repair lab equipment and instruments.
- Research, evaluate, issue, and receive new equipment and supplies.
- Understand and follow oral and written directions.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Learn, interpret, and apply Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
- Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
- Organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's Degree with coursework in the assigned area of specialization and one (1) year of practical experience in an instructional laboratory setting of the area of specialization.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and some direct exposure to hazardous physical and/or chemical substances and materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.