

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LABORATORY TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, plan, coordinate and perform technical work and preparation in a biology, chemistry physical science, or other science-related laboratory; perform routine adjustment, maintenance, repair and care of tools, equipment, chemicals and lab specimens; order, receive and maintain lab stock; prepare for a variety of lab exercises and demonstrations; assist students in the technical aspects of lab procedures.

REPRESENTATIVE DUTIES:

Plan, coordinate and perform technical work and preparation in a biology, chemistry or other science-related laboratory; determine which laboratory experiments require clarification, additional instructions or explanations due to new or changed procedures; determine experiments requiring changes to comply with safety requirements. *E*

Prepare laboratory experiment materials and equipment; weigh, combine and mix solutions and ingredients required for experiments and dispense into proper containers for student use. *E*

Assure proper labeling and identification of container contents and hazardous materials; notify instructor of special handling procedures; dispose of hazardous materials after use according to established procedures. *E*

Prepare and dispense culture media; maintain living cultures; maintain laboratory animals and plants in proper condition. *E*

Assemble and set up electrical and mechanical experimental apparatus required for daily activities; use or operate a wide variety of scientific and lab equipment and tools related to assigned biological or chemical laboratory. *E*

Perform inspections and calibrations to equipment; adjust and maintain equipment in safe and clean working condition; perform minor repairs and maintenance on broken or unsafe equipment or coordinate repairs with District or outside technicians. *E*

Coordinate with instructors to establish supplies and capital equipment outlay budgets; assist instructors in identifying instructional supplies and equipment needs; research equipment prices, prepare requisitions and order supplies and equipment within budgets and purchasing guidelines; purchase materials as needed from local suppliers. *E*

Maintain adequate inventory levels of supplies and equipment; maintain inventory of

Laboratory Technician - Continued

chemical and biological supplies; receive orders and inspect for proper condition and quantity; assure safe and proper storage according to established procedures. *E*

Develop demonstrations of scientific principles and student experiments; assist students in laboratory, answer questions and ensure safety. *E*

Monitor and provide direction to students and student workers in laboratory preparation, safety and lab clean-up.

Maintain a variety of records and reports regarding laboratory inventory, and hazardous waste inventory and disposal.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laboratory equipment, supplies, and materials.

Procedures of a chemistry or biology subject matter.

General principles, equations and facts of the chemistry or biology subject matter.

Proper methods and procedures for safe handling of chemicals, equipment and apparatus, small animals and plants.

Proper methods of disposing hazardous chemicals.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and data entry techniques.

Operation of equipment and tools within the assigned science laboratory.

Chemical or biological supplies inventory methods and practices in caring for items that are chemically incompatible and are hazardous and toxic in nature.

Technical aspects of field of specialty.

ABILITY TO:

Perform technical work and preparation in a biology or chemistry laboratory.

Perform routine adjustment, maintenance, repair and care of tools, equipment, chemicals and lab specimens.

Operate specialized scientific equipment and tools in assigned science lab.

Operate a scientific calculator to perform complex mathematical operations.

Order, receive and maintain lab stock.

Prepare for lab exercises and demonstrations.

Prepare laboratory experiment materials and equipment such as weighing, combining and mixing solutions and ingredients required for experiments.

Learn, explain and enforce department and program objectives, goals, policies and procedures.

Connect electrical cables and mechanical components to assemble laboratory apparatus safely and properly.

Work independently with little direction.

Follow recipes and instructions to prepare, dispense and sterilize lab materials.

Laboratory Technician - Continued

Assist faculty and students in the use, distribution and operation of laboratory materials and equipment.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Maintain routine records.

Operate a computer terminal.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in assigned science area and laboratory work in analytical and organic chemistry or biological sciences and two years experience in a related chemistry or biology laboratory within an academic environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Laboratory Environment:

While performing the duties of this job the employee is required to perform moderate to heavy lifting; reach overhead; bend at the waist; stand or sit for extended periods of time; see and speak to observe and instruct students; and use fingers and hands to prepare laboratory equipment and materials.

Incumbents may be exposed to hazardous chemicals, sharp items and the handling of poisonous and/or dangerous animals and reptiles.

Some evening work required (until 9:00 or 10:00 p.m.) and weekend work may be required.