

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician I, Science

Department: Science

Location: EVC & SJCC

Date: October 4, 2018

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, performs support services for a instructional programs in Science by providing materials, supplies, equipment, and related logistical support to lecture, laboratory and other instructional activities; issues, stores and maintains science laboratory materials, equipment and related supplies.

General supervision is provided by academic management or supervisory personnel. Functional direction is provided by an Instructional Laboratory Technician III or IV.

KEY DUTIES AND RESPONSIBILITIES:

1. Dispense equipment, materials, and media which support laboratory or lecture activities.
2. Fill tubes and bottles with specified solutions and apply identification labels.
3. Label and file equipment, material and supplies.
4. Demonstrate to students the proper and safe operation of assigned equipment.
5. Maintain cultures of bacteria, fungi and yeast using a variety of aseptic bacteriological techniques.
6. Clean and/or sterilize glassware, instruments, and other equipment used in laboratory exercises.
7. Assist with keeping inventory and maintaining adequate stock levels of equipment, materials, and supplies.
8. Feed and care for laboratory animals and plants.
9. Prepare student laboratory kits as necessary.
10. Pick up and deliver equipment, materials, and supplies to designated work area.
11. Assist with general maintenance of assigned science laboratory facilities.
12. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Materials and supplies used in physical or life science laboratories.
2. Supply and inventory procedures for the effective maintenance of stock levels.
3. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste.
4. Modern office practices and procedures including filing and the operation of office equipment including computers.

Skills and Ability to:

1. Observe safety precautions when using hazardous equipment, materials and supplies.
2. Perform assigned duties with a significant degree of independence.
3. Apply language skills to read and comprehend simple instructions, short correspondence, and memos.
4. Write simple correspondence; and effectively present information in one-on-one and small group situations to other employees or students.
5. Apply mathematical skills to calculate numbers, fractions, and decimals. Convert from one unit of measure to another, and compute rate, ratio and percent.
6. Utilize reasoning skills to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions and deal with problems involving a few concrete variables in standardized situations.
7. Effectively communicate and interact with persons of diverse backgrounds and abilities.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.
9. Lift and move up to 50 pounds.

Experience and Education:

1. One-year certificate program from college or technical school; OR
2. Three to six months of related experience and/or training; OR
3. Combination of education and experience supplemented by college level coursework in fields of the physical and/or life sciences requiring the use of laboratory supplies, materials, and equipment.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills

Board Approved: format conversion
Salary Range: 56
EEO Category: 2B3 – Technical/Paraprofessional