

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

**Position:** Instructional Laboratory Technician II, 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 variety of instructional programs in Science by providing materials, supplies, equipment, and related logistical support to lecture, laboratory, or other instructional activities; prepares materials, supplies, and equipment using special methods and procedures related to the discipline.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are distinguished from the Level I by planning and scheduling support in order to serve a variety of courses with differing needs requiring diversity in the kinds of materials, supplies, and equipment and, therefore, greater skill in serving this diversity. Positions in this class, as opposed to the level I, require use of judgment related to the suitability of materials related to specific classes and skill in logistics related to meeting a variety of needs simultaneously. Materials preparation at this level requires learning methods and techniques related to the discipline and judgment in determining the appropriateness of the material produced while at the I level, the preparation primarily involves following instructions or formulas and little judgment of the product result. Positions at the I level primarily dispense or arrange equipment while at the II level, assignments frequently involve knowledge of equipment operation and the ability to perform enough repair to keep the equipment functioning or to identify malfunctions requiring technical repair. In addition to performing the duties of the Level I, positions at this level are also responsible for some administrative purchasing functions. Positions at the II level are distinguished from the III level by providing comprehensive support for homogeneous learning facilities areas while at the III level, support usually is more complex because support must be provided for several learning areas with differing facilities and needs or maintenance and operation of technical or highly complex equipment and requiring skills related to knowledge of the discipline.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Maintain and ensure the security of the assigned instructional laboratory facility and related areas.
2. Dispense and retrieve laboratory equipment, tools, materials, and reusable supplies.
3. Prepare, transport, set up, and take down materials and equipment used in instructional laboratory demonstrations, exercises, practicals, scenarios, and other activities; mix and prepare reagents and other materials.
4. Discuss future laboratory activities and scheduled events with instructors; prepare laboratory facilities and assemble supplies.
5. Demonstrate to students the proper and safe operation of assigned equipment.
6. Maintain stock levels and inventories of necessary supplies and equipment; reorder, pick up, and deliver as authorized.
7. Perform basic informational activities in determining pricing, availability, and specifications of necessary supplies.
8. Obtain and maintain Material Safety Data sheets.

9. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste that may include performing any departmental inspections as required by regulatory agencies.
10. Clean and maintain tools and equipment and ensure their safekeeping; clean and provide for general maintenance of the laboratory and shop areas at conclusion of scheduled activities.
11. Perform preventive maintenance on equipment; calibrate and make minor repairs; report need for major repairs or place service calls as authorized.
12. Under direction of instructor, monitor students for proper and safe methods and procedures in laboratory equipment operation and materials handling.
13. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering the telephone, scheduling appointments, photocopying, and distributing mail.
14. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
15. Maintain a variety of records, files, inventories, and reports.
16. Order, pick up, deliver, and set up audio-visual equipment needed to conduct laboratory presentations.
17. Perform other duties related to the job classification.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Science lab principles and practices related to materials, nomenclature, equipment, and instruments used in physical and/or life science laboratories.
2. Preventive maintenance techniques and methods to ensure the operation of assigned equipment.
3. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste.
4. Supply and inventory procedures for the effective maintenance of stock levels.
5. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Skills and Ability to:**

1. Perform preventive maintenance, calibration, and minor repair on assigned equipment.
2. Perform assigned duties with a significant degree of independence, observing proper and safe procedures and techniques.
3. Apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of faculty or students.
4. Apply mathematical skills to calculate figures and amounts such as discounts, proportions, percentages, concentrations, and volume; apply concepts of basic algebra and geometry.

5. Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

**Experience and Education:**

1. Associate's degree or equivalent from an from a two-year college or technical school; OR
2. Six months to one year of related experience and/or training; OR
3. Combination of education and experience including college level courses in the physical and/or life sciences.
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

**WORKING CONDITIONS**

1. Environment: Work is performed primarily in an instructional lab setting with frequent contact with student and staff; exposure to potentially hazardous chemicals, fumes, dust, and gases.
2. Physical: Primary functions require sufficient physical ability and mobility to work in an instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a variety of laboratory equipment; and to verbally communicate to exchange information.
3. Vision: See in the normal visual range with or without correction.
4. Hearing: Hear in the normal audio range with or without correction.

Board Approved: 09/11/07  
Salary Range: 66  
EEO Category: 2B3 – Technical/Paraprofessional