

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

Position: Instructional Laboratory Technician III, Science

Department: Science

Location: EVC & SJCC

Date: October 2, 2018

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, performs comprehensive logistical support services for Science instructional programs using materials, supplies and equipment for lecture, laboratory, and other activities within the disciplines; the position requires the use of special techniques and equipment in the production of materials.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Instructional Laboratory Technician class series. In addition to performing the duties of the duties of the Level II, positions in this class are assigned a wide variety of technical and often complex tasks relating to the preparation and maintenance of laboratory equipment and materials. Work involves a significant degree of independence, requiring a thorough and complete familiarity with all aspects of the laboratory and curriculum in which laboratory experiments and exercises are conducted. Positions in this class provide a more comprehensive support service than Level II because of the number of disciplines served, the variety of courses, or provision of support to courses with extensive use of technical equipment, preparation of materials, or more complex support in the use of living specimens. Incumbents of positions within this class may also prepare or produce instructional materials that require special skills and abilities in contrast to the II level which involves skills that could be learned easily on the job. This class may serve as a lead to others providing similar support services. Positions assigned to this class are distinguished from the next higher level of Instructional Laboratory Technician IV in that the work of the Level III is less administrative in nature.

General supervision or direction is provided by academic management or supervisory personnel. Technical and functional supervision may also be provided by academic personnel

KEY DUTIES AND RESPONSIBILITIES:

1. Discuss planned laboratory activities with Instructor and determine what materials and equipment will be needed at what point, in what order, and in what quantities.
2. Prepare and maintain cultures, solutions, reagents, and specimens, and set-up equipment to be used in science laboratory experiments, exercises, practicals, and demonstrations.
3. Analyze and resolve, or assist instructional laboratory personnel in solving problems of inconsistent results in classroom exercises.
4. Coordinate the issuance of laboratory equipment and materials in accordance with established controls and procedures.
5. Utilize proper safety precautions and procedures in handling all types of laboratory specimens, chemicals, equipment and hazardous waste.
6. Assemble and test new laboratory equipment and apparatus.
7. Identify and order supplies, materials, instruments, and equipment necessary for laboratory experiments. Work directly with vendors and suppliers as appropriate.
8. Order and care for live or preserved animals and cadavers; pick up, deliver, and arrange for their disposal.

9. Perform mathematic computations necessary to calculate appropriate concentrations of experiment ingredients and calibrate laboratory equipment.
10. Maintain, test, calibrate, and perform preventive maintenance on scientific laboratory equipment; requisition repairs as necessary.
11. Maintain and clean laboratory equipment and facilities as necessary.
12. Maintain security and ensure the safe and proper handling, storage, and labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
13. Obtain and maintain Material Safety Data Sheets.
14. Provide technical guidance, assistance and training to laboratory personnel in technical laboratory procedures and equipment usage.
15. Train and show students and new faculty the proper and safe methods and procedures for laboratory equipment operation and materials handling.
16. Provide information on needed supplies, equipment, and materials during the budget preparation process.
17. Maintain records, logs, and files on inventories, activities and supplies used and monitor assigned budget accounts.
18. Assist in the development and application of new laboratory class aids and materials.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles including aseptic techniques, practices, 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. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers.

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. Lift and move up to 50 pounds.

Experience and Education:

1. Bachelor's degree or equivalent from an accredited institution including college level courses in physical and/or life sciences; OR
2. Three years' related experience and/or training; OR
3. Combination of education and experience including college level courses in 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

Environment:

1. Typical office environment.

Board Approved: 10/06/93 (reclassified)
Salary Range: 76
EEO Category: 2B3 – Technical/Paraprofessional