

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

Position: Instructional Laboratory Technician IV, Science

Department: Science

Location: EVC & SJCC

Date: October 2, 2018

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, coordinates, maintains, prepares, directs and plans science laboratory services and activities in conjunction with established curriculum; orders, assembles, and obtains necessary supplies and equipment; and provides technical staff assistance.

DISTINGUISHING CHARACTERISTICS

General supervision or direction is provided by academic management or supervisory personnel. Technical and functional supervision may be provided by instructional personnel. Responsibilities may include providing training, technical and functional direction to, and reviewing the work of other instructional laboratory technicians, part-time personnel or student assistants.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform a variety of coordination, preparation and planning in the operation of a large science laboratory facility supporting instruction.
2. Confer with instructors to determine laboratory needs and anticipated activities.
3. Prepare and arrange for the preparation of a variety of living cultures, chemical solutions, reagents, and specimens, chemistry, physics and physical science equipment to be used in science laboratory experiments, exercises, practices and demonstrations as assigned.
4. Analyze and resolve, or assist instructional laboratory personnel in solving problems of inconsistent results in classroom exercises.
5. Utilize proper safety precautions and procedures in handling all types of laboratory specimens, reagents, chemicals, lasers, power supplies, hazardous waste and general laboratory equipment.
6. Schedule and prepare laboratory facilities for anticipated experiments, demonstrations, exercises, and other activities.
7. Order, procure, pick up, and issue materials, chemicals, instruments, and equipment maintaining proper procedures and controls.
8. Meet with vendors and suppliers as necessary; prepare purchase requisitions.
9. Maintain inventory of capital and consumable supplies.
10. Provide or arrange for the maintenance, testing and calibration of science laboratory equipment and instruments.
11. Request for repairs 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 procedures and equipment usage.
15. Provide orientation to students and new faculty on laboratory equipment, facilities, procedures and safe practices.
16. Coordinate, maintain and update laboratory budget and provide information as to items to be requested in future budgets.
17. Recommend measures to improve laboratory procedures and use of the equipment.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles including analytical techniques, practices, materials, nomenclature, equipment, and instruments used in chemistry, physics, physical and/or life science laboratories as assigned.
2. Principles and procedures used in inventory control, procurement, budgeting and supplies issuance.
3. Planning, organizing, and scheduling techniques necessary to efficiently operate a large laboratory facility.
4. Record keeping, statistical calculation methods and laboratory inventories.
5. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste and dangerous chemicals.
6. Modern office practices and procedures including the use of Word and Excel.

Skills and Ability to:

1. Apply language skills to read, analyze, interpret and follow laboratory manuals, periodicals, reference manuals, technical procedures and governmental regulations.
2. Write reports, business correspondence, and procedure manuals.
3. Effectively present information and respond to questions from groups of faculty and students.
4. Apply mathematical skills to calculate figures and amounts such as discounts, proportions, percentages, concentrations, dilutions and volume.
5. Apply concepts of algebra and geometry.
6. Utilize reasoning skills to solve practical problems.
7. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Effectively communicate and interact with persons of diverse backgrounds and abilities.
9. Establish and maintain cooperative working relationships with those contracted during the course of work.

10. Monitor expenditures and identify budgetary problems or needs.
11. Lift and move up to 50 pounds.

Experience and Education:

1. Bachelor's degree with two semester majors sequence in college level chemistry, physical science and/or life sciences as assigned; OR
2. Four years' related experience and/or training; OR
3. Combination of education and experience which includes two semester majors sequence in college level physics, chemistry, physical science and/or life sciences as assigned.
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 (rclgrpIV), 5/12/09
Salary Range: 86
EEO Category: 2B3 – Technical/Paraprofessional