



JOB TITLE: LABORATORY TECHNICIAN I

Classification: Classified
Salary Range: 27

Retirement Type: PERS*
Board Approved: March 20, 2000

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, perform specialized and technical duties to assist in the operation and maintenance of an instructional laboratory; prepare, receive, stock and issue laboratory materials, equipment and supplies.

DISTINGUISHING CHARACTERISTICS:

The Laboratory Technician I operates and maintains an instructional laboratory in a designated subject area. The Laboratory Technician II provides more advanced-level technical resources to faculty members, designing experiments and demonstrations, repairing and fabricating technical and complex equipment and researching sources of materials and supplies.

REPRESENTATIVE DUTIES:

Assist in the operation and maintenance of an instructional laboratory in a specialized subject area; perform specialized and technical duties to assure efficient lab operations.

Prepare and issue material and equipment for student use; maintain records or materials and equipment used by students.

Prepare instructional materials and equipment for teachers' demonstration and student use as requested; participate with instructor meetings to design and develop experiments and demonstrations.

Maintain laboratory environment in a safe, clean and orderly condition.

Order, receive and store supplies, materials and equipment; maintain inventories, assuring that adequate quantities are available for instructional use.

Adjust, maintain and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures.

Prepare and maintain various records and reports related to laboratory operations and activities as required.

Assist in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.

Train and provide work direction to student workers as assigned.

Operate a variety of equipment related to the specialized area of assignment.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college including specified course work in area of specialization and one year practical experience in area of specialization.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Principles, practices, procedures and equipment of assigned subject area.

Safety regulations involving area of specialty.

Principles and practices of providing work direction and training.

Record-Keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Safe and proper use and storage of hazardous or toxic materials.

Abilities/Skills:

Perform specialized and technical duties to assure efficient lab operations.

Provide information and assistance to students and staff.

Assure the care and security of assigned equipment, materials and supplies.

Set up, service, adjust and make minor repairs to lab equipment and instruments.

Issue and receive equipment and supplies.

Plan and organize work.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Train and provide work direction to others.

WORKING CONDITIONS:

Outdoors, classroom and laboratory settings.

Exposed to cool temperatures.

Exposed to various chemicals.

Standing for prolonged periods of time.

Moving from different classrooms.

Bending and reaching for various items.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.