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| Position: Science Lab Technician | Position Number: |
| Department/Site: Area's lab | FLSA: Non-Exempt – (Classified CSEA) |
| Reports to: Director, dean, or other administrator in assigned area | Salary Range: 25 |

BASIC FUNCTION:

Under the direction of the Dean of Academic Affairs (Math, Science, Engineering), perform responsible work in the planning and setting up of teaching lab materials for chemistry and biology labs and other labs in the department; maintain laboratories, stockrooms and instrument rooms in an orderly, safe, and efficient manner; provide work direction and guidance to student assistants; assist in semester schedule planning.

REPRESENTATIVE DUTIES:

- Plan lab set-ups for classes according to established guidelines.
- Calculate, mix, prepare and oversee student preparation of materials and equipment for lab procedures, demonstrations and lab exams.
- Oversee the removal of lab set-ups; clean labs and classrooms; assure proper disposal and sterilization of equipment and tools.
- Maintain laboratories, stockrooms and instrument rooms; purchase local supplies for labs as needed; oversee routine clean-up of assigned areas to assure security, health and safety requirements are met; calibrate and check instruments and obtain service if needed.
- Assist instructors and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students according to instructions by instructors.
- Prepare and issue material and equipment for student use; maintain records of materials and equipment used by students; prepare equipment breakage reports as necessary.
- Maintain current inventory of equipment, materials, specimens, supplies and chemicals; oversee and assure security of laboratory equipment and process claims according to established procedures and guidelines; monitor budgets and inform instructors of budget status; communicate with vendors; research and purchase equipment and supplies as assigned.
- Perform instructional support duties; develop and implement ideas for new labs; develop audio-visual materials and models for classroom use; set up demonstrations for lectures.

- Install software on classroom computers; delete outdated files from hard drives; assist faculty in the development of software for use in laboratory experiments.
- Coordinate communications to assure efficient and appropriate operation of labs; communicate with local schools.
- 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.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, procedures and equipment of a variety of science labs.
- Current regulations and laws pertaining to regulated substances and chemical wastes.
- Care, keeping and propagation of living material and biological specimens.
- Safety regulations involving area of specialty.
- Principles and practices of providing work direction and training.
- Record-keeping techniques.
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- Understand and follow oral and written directions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Assign and review the work of others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Bachelor's degree in the assigned lab area, or a related field, and two years of practical experience in a science laboratory.

WORKING CONDITIONS:

ENVIRONMENT:

Science lab environment.
Exposure to common laboratory chemicals.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling moderately heavy objects.
Dexterity of hands and fingers to operate apparatus and specialized equipment.
Standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

HAZARDS:

Hazardous chemicals, toxic substances, gases, chemical fumes and bio-hazardous materials.