CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - CHEMISTRY

BASIC FUNCTION:

Under the general supervision of a Dean, and under the work direction of an Instructor, an Instructional Lab Technician II - Chemistry performs complex technical work related to chemistry; oversees the operation and maintenance of a highly technical or complex instructional laboratory, including maintaining supplies, preparing laboratory equipment, reagents, and chemicals for class demonstrations and experiments.

REPRESENTATIVE DUTIES:

Prepare and set up laboratory equipment, reagents, chemicals and other teaching aids for class demonstrations and experiments.  

Order, receive, inspect and inventory materials, chemicals, and laboratory equipment; assure adequate quantities are available for instructional use.

Maintain stock rooms, laboratories and other assigned areas in a safe, clean and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices.

Prepare, label and maintain adequate quantities of stock solutions and reagents.

Prepare chemical solutions and unknowns for laboratory demonstrations, practical examinations and general instruction; arrange for proper storage and disposal of toxic, caustic or flammable chemicals.

Prepare and issue materials and equipment for student use; monitor and maintain records of materials and equipment on loan to or checked out by students and instructors.

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders and equipment repairs; organize, prepare and maintain laboratory procedures manuals; perform general clerical duties as needed.

Test, adjust, maintain and perform minor repairs including necessary calibrations to apparatus and equipment; send equipment out for major repairs.

Assign and maintain records of student lockers; equip lockers with proper equipment and supplies.

Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies and requests; monitor budget expenditures.

Use and operate a variety of technical equipment and measuring devices including burets, volumetric glassware, pH meters, chromatograph, analytical balance, voltmeter, and

Revised July 2010
Established January 1998
spectrophotometer. 

Screen, select, train, evaluate and provide work direction for student workers. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures, terminology and equipment of chemistry
Health and safety regulations
Record keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Science laboratory operation at the community college level
Proper methods of storing equipment, materials and supplies

ABILITY TO:

Learn to operate computer equipment
Learn and apply techniques of precise measurement and notation
Assure the care and security of assigned equipment, specialized materials and supplies
Assemble, maintain and repair lab equipment
Demonstrate competence in chemistry
Issue and receive equipment and supplies
Plan and organize work
Train, select, evaluate and provide work direction to student workers
Understand and follow oral and written directions
Work independently with little direction
Communicate effectively, both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in chemistry and two years of work experience in a field of specialty, preferably in an instructional setting.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional chemistry lab environment
PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
Seeing to observe condition of lab and behavior of students
Dexterity of hands and fingers to set up chemistry lab experiments and operate lab equipment
Lifting and carrying heavy objects
Pulling and pushing carts
Reaching to grasp and move supplies

HAZARDS:

Exposure to fumes and potentially hazardous chemicals