CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - SCIENCES

BASIC FUNCTION:

Under the general supervision of a Dean and under the work direction of an Instructor, an Instructional Lab Technician II – Sciences performs complex technical work related to physical and life sciences including physics, biology, chemistry, geology, and math; oversee the operation and maintenance of a highly technical or complex instructional laboratory including maintaining supplies and preparing equipment and materials for demonstrations and experiments.

REPRESENTATIVE DUTIES:

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

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. E

Prepare chemical solutions and unknowns for laboratory demonstrations, practical examinations, and general instruction; prepare and set up laboratory equipment, reagents, biological media, and other teaching aids for class demonstrations, practical examinations, and student assignments. E

Order, receive, and inspect materials, chemicals, and laboratory equipment; arrange for proper storage and handling of biological specimens, chemicals, and laboratory equipment; provide certain laboratory materials by procuring from local terrain or stores; inventory materials and assure adequate quantities are available for instructional use. E

Prepare, label, and maintain adequate quantities of stock solutions and reagents; classify and label mineral, rock, and fossil specimens. E

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders, and equipment repairs; prepare reports as required; perform general clerical duties as needed. E

Assure the care and feeding of live specimens including rodents, reptiles, fish/aquariums, plants, algal, fungal, and bacterial cultures. E

Perform and/or oversee technical microbiological preparation with extensive work in media production, vital stains, special reagents, and aseptic transfers of pathogens and nonpathogens. E

Employ various sterilization techniques for glassware, media, biohazard goods, equipment and apparatus. E

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

Revised July 2010
Established March 1998
Screen, select, train, evaluate, and provide work direction for student workers.

Design and set up displays for science classes and at various locations on campus to promote interest in the science program.

Assist in preparing for field trips; operate District and rental vans as needed.

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 autoclaves, precision balances, computer equipment, drafting and art tools, environmental monitoring equipment, and District vehicles.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, procedures, terminology and equipment of Physical and Life Sciences
Health and safety regulations
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Technical aspects of chemistry, biology, geology, physics and math
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:**

Communicate effectively with students and adults
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 the Physical and Life sciences
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
Analyze situations accurately and adopt an effective course of action
EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in the physical and life sciences and two years of work experience in the field of specialty, preferably in an instructional setting. Additional experience may be substituted for up to two years of education requirement.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:

Instructional physical and life sciences 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 lab demonstrations and to operate lab equipment
Lifting and carrying heavy objects
Pulling and pushing carts
Reaching to grasp and move supplies

HAZARDS:

Exposure to fumes from chemicals and biological specimens and cultures
Exposure to potentially-hazardous materials
Exposure to live rodents, snakes and other reptiles