



SCIENCE LABORATORY TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	56	07/01/2017	Classified	1 of 3

DEFINITION

To operate a science laboratory and maintain equipment, tools, materials and supplies; provides assistance to faculty and students; selects, trains and supervises student assistants to work in science laboratories and storerooms.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

MINIMUM QUALIFICATIONS

- Performs the timely preparation, set-up and issuing of materials, equipment and lockers for use in student laboratory demonstrations, experiments, exercises and exams.
- Operates and demonstrates the use of specialized equipment and instruments commonly found in community college laboratories
- Maintains a clean and safe learning environment in the laboratory, laboratory office and storage areas.
- Prepares and maintains a variety of records, logs and files related to supplies and equipment.
- Monitors utilization of supplies to assure a well-stocked laboratory.
- Prepares and manages a supply budget.
- Prepares various media, cultures, solutions, and stains.
- Assembles, tests, installs, operates and maintains laboratory equipment and materials.
- Notifies appropriate personnel of needed repairs, maintenance, or any hazardous condition that exist in the laboratories.
- Assists faculty in the planning and implementation of experimental design and preparation of laboratory exercises.
- Inspects areas for hazardous material spills.
- Communicates with instructors, vendors and suppliers regarding science laboratory purchases, operations and equipment.
- Provides appropriate student safety training; maintains records of training.
- Collects, monitors, controls, labels, keeps detailed logs and stores and arranges for safe disposal of hazardous chemical, reagent and hazardous chemicals and biological waste.
- Recruits, selects, trains and supervises assistants; schedules, assigns and reviews work to ensure optimal use of the lab.
- Provides instructional guidance and assistance to individuals and small groups of science students; reinforces concepts, techniques and practical applications presented by the instructor.

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- Attends periodic training to maintain current knowledge of proper handling, storage and disposal of hazardous materials and related record keeping requirements.
- Performs general clerical duties.
- Performs related duties as assigned.

Knowledge of:

- Methods, techniques and procedures used in the planning, development and delivery of a science laboratory program.
- Subject matter and theoretical principles of assigned discipline.
- Methods of gathering and presenting general statistical data.
- Scientific laboratory equipment, materials, supplies, methods, practices and techniques.
- Tools, materials and equipment used in the repair, calibration, and maintenance of science laboratory equipment and instruments.
- Principles, practices, and environmental health and safety regulations necessary to use and dispose of hazardous materials or work with laboratory equipment.
- Modern software applications (Microsoft Office Suite, etc.).
- Principles of record keeping and budget administration.

Skill/Ability to:

- Work independently with minimal supervision.
- Organize and prioritize laboratory activities.
- Research, adapt, and apply laboratory methods, practices and techniques common to assigned department.
- Perform routine and analytical work needed to prepare equipment and materials for laboratory assignments.
- Effectively and safely operate, adapt, and maintain scientific equipment.
- Understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical instruments.
- Perform administrative work accurately and efficiently, including budget monitoring.
- Interpret and apply policies, procedures, rules and regulations.
- Communicate effectively, both orally and in writing.
- Lift, move and manipulate objects and equipment within laboratory.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Stay current with changing environmental health and safety regulations.
- Safely handle, store and dispose of hazardous materials.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



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EXPERIENCE AND TRAINING

- One (1) year of responsible experience in a college, public health, hospital, clinical or research setting performing discipline-specific tests and processes, including experience in workplace safety.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college in a discipline relevant to assigned area, or equivalent.
- Possession of, or ability to obtain, a valid Red Cross First Aid and CPR certificate.
- Possession of, or ability to obtain, Cal OSHA Certification.

Adopted: 07/01/17