

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SENIOR LABORATORY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, provide difficult instructional support assistance at the paraprofessional level to students and faculty to ensure effective and efficient teaching/learning in the area of assignment; prepare materials and demonstrations for one or more assigned instructional areas; operate and demonstrate use of specialized equipment, supplies, and materials; assume budget responsibility for purchasing supplies and placing supply orders; provide assistance to students within the assigned subject area(s); ensure that instructional laboratory facilities, instruments, and equipment are effectively, efficiently, and safely maintained; and may provide lead direction to student assistants; and serve as Chemical Hygiene Officer.

Positions in the Senior Laboratory Technician Class may be assigned a variety of assignments from those duties listed within the REPRESENTATIVE DUTIES section or a combination of those and other related work functions. Even though the same general level of difficulty and responsibility is found within each position, positions assigned to different disciplines are not interchangeable and each position has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each position is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California.

DISTINGUISHING CHARACTERISTICS

Senior Laboratory Technician positions are distinguished from the Laboratory Technician and Laboratory Coordinator by the level of responsibility assumed and the complexity of duties assigned. In comparison to the Laboratory Coordinator, positions at this level do not oversee the activities/assignments of other Laboratory Technicians. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit. In comparison to the Laboratory Technician, positions in this class exercise greater levels of independence and involvement in budget activities and ordering of laboratory supplies and equipment for their department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist instructors in developing instructional materials within the assigned subject matter; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records.
2. Assist instructors in one or more labs in the use and operation of equipment; familiarize new instructors with the organization of the preparation room, routine laboratory procedures, student operations, and safety measures including to conduct faculty safety orientations; assist in the development and conduct of faculty general and safety orientation; assist faculty with the set up and organization of chemicals and equipment for laboratory practical experiments, examinations, and demonstrations including prep work.

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3. Ensure student compliance with laboratory policies, procedures and safety precautions; provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems; demonstrate proper care and cleaning procedures for laboratory tools and equipment.
4. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on laboratory equipment; maintain, clean and test assigned equipment; ensure safety of laboratory and stocks; perform security inspection.
5. Maintain and perform routine/preventive maintenance and lubrication of equipment as necessary and ensure all power equipment supporting the living organisms is operable.
6. Maintain proper storage of hazardous waste; monitor and dispose of chemicals and chemical waste; maintain and file appropriate material safety data sheets.
7. Care for living plants, animals and cultures as assigned; develop procedures for the care of living organisms including to research and develop procedures to handle contamination, disease, or pests; perform irrigation system repairs.
8. Prepares displays on bulletin boards.
9. Place and/or oversee the placement of supply orders for chemicals, living/preserved specimens, prepared materials, supplies, glassware, equipment and other instructional materials; maintain accounts with outside vendors, distributors, and service departments; maintain records of all program supplies and capital outlay purchases; monitor accounts to ensure programs stay within allotted funds; expedite invoices from various vendors for multiple instructional area; ensure all necessary paperwork is recorded and routed to accounts payable.
10. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
11. May assist in the design and implementation of new laboratory equipment.
12. Train and provide work direction to student workers as assigned.
13. May serve as Chemical Hygiene Officer.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.
2. Theories and applications of the assigned subject matter.
3. Principles and practices of laboratory operations.
4. Proper methods of storing equipment, materials and supplies used within the assigned laboratory.
5. Standard federal and state laws that affect safety and health with particular reference to the assigned laboratory activities.
6. Emergency first aid procedures.
7. Operation, maintenance, repair, and calibration of technical equipment.

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8. Principles and methods of preventive maintenance.
9. Methods, materials, practices and tools of equipment repair.
10. Principles and procedures of record keeping and filing.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Occupational hazards and standard safety practices.
13. Basic inventory and purchasing processes and procedures.

Ability to:

1. Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
2. Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.
3. Operate and demonstrate the proper use of specialized equipment, tools, supplies and materials.
4. Provide assistance to students on matters related to assigned laboratories.
5. Apply the techniques of precise measurement and notation.
6. Perform mathematical calculations and take measurements with accuracy and precision.
7. Safely store, label, re-stock, and dispose of chemicals and hazardous waste according to established procedures.
8. Analyze laboratory procedures and make constructive suggestions for improvement.
9. Safely and effectively maintain and repair a variety of equipment related to assigned subject matter.
10. Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.
11. Maintain the cleanliness of assigned laboratory.
12. Interpret and apply department policies, procedures, rules and regulations.
13. Ensure adherence to safe work practices and procedures.
14. Maintain an adequate inventory of materials for instructional programs.
15. Perform routine record keeping and report writing duties
16. Understand and follow oral and written instructions.
17. Supervise student assistants.
18. Work independently and collaboratively.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in the assigned instructional field. Bachelor's degree is desirable.

Experience:

Four years of increasingly responsible experience working with materials and equipment in assigned instructional field. A bachelor's degree may substitute for two years of experience in one or more of the assigned fields.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; exposure to potentially hazardous chemicals, solvents, noise, dust, grease, smoke, fumes, noxious odors, and gases; work in or with water.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles and rubber or plastic gloves.

Adopted by Board of Trustees on October 20, 2015
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Job Family: Technical - Paraprofessional