

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Chemistry

Unit: Office Technical

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Job Code: J1103
Original Date: 01/1991
Last Revision: 07/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 24

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional laboratory environment in the subject of chemistry.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of an instructional laboratory environment in the subject of chemistry; train and provide work direction to Instructional Assistants and student assistants.
2. Assist instructors and staff in the use of a variety of complex instruments, advanced analytic equipment, materials, and supplies found in a chemistry laboratory.
3. Prepare and issue chemicals, glassware, apparatus, and other equipment for student use and instructor demonstrations.
4. Prepare and manage a supply budget; order, receive, catalog, and store supplies, materials, and equipment.
5. Maintain chemical and equipment inventories, ensuring that adequate supplies for instruction are available in a timely manner; maintain records of materials and equipment.
6. Test, adjust, calibrate, and maintain instruments, equipment, and computer interfaces.
7. Troubleshoot and make minor repairs on equipment.
8. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested; may interview vendors to assess new equipment and supplies.
9. Maintain a safe laboratory environment through the proper use of chemical segregation and labeling, safe working practices, chemical waste management and consolidation, and other prudent practices that conform to OSHA, RCRA, CCR, and other district requirements, national standards, and governmental regulations; cultivate related safety training programs.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.

General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Local, State, and federal safety regulations for the handling of hazardous and/or toxic chemicals and disposal of chemical waste.
Oral and written communication skills.
Principles and practices of work direction and training.
Principles, practices, procedures, and equipment in the field of chemistry.
Recordkeeping techniques.

Skills and Abilities:

Assemble, maintain, and repair laboratory equipment.
Assist students in understanding and applying basic principles of chemistry.
Communicate effectively both orally and in writing.
Create and meet schedules and timelines.
Demonstrate competence in the field of chemistry.
Ensure the care and security of assigned equipment, materials, and supplies.
Establish and maintain effective working relationships with others.
Explain work assignments to students.
Issue and receive chemicals, equipment, and supplies.
Learn and apply techniques of measurement and notation.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate specific equipment related to chemical synthesis and analysis.
Operate computers and software applications necessary for area of specialty.
Plan, organize, prioritize, and delegate work.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Test, adjust, calibrate, and maintain instruments, equipment, and computer interfaces.
Train and provide work direction.
Understand and follow oral and written directions.
Work cooperatively with others.
Work with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of core courses required for an AS degree in chemistry and two years of successful work experience in chemistry, biochemistry, or related field or a Bachelor of Science degree in chemistry. Experience in an instructional setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Involves an instructional laboratory setting. Daily exposure to chemicals, vapors, carcinogens, and odors.