

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SCIENCE LAB TECHNICIAN

BASIC FUNCTION:

Under direction of the Division Chair, perform a variety of instructional support duties to assist instructors in preparatory and ancillary work associated with chemistry, biology, anatomy, physiology and other science programs and labs; assist faculty and students with classroom and laboratory activities; maintain the safe and proper storage, handling and disposal of hazardous materials in accordance with State and federal regulations and requirements.

REPRESENTATIVE DUTIES:

Maintain and operate science laboratories and stock rooms to assist instructors in preparatory and ancillary work associated with academic science programs.

Prepare classroom and laboratory setups and assemble demonstration materials and displays; prepare and issue materials and equipment for student use in laboratory experiments and exercises; assure proper working condition of equipment.

Dilute and issue chemicals, reagents acids and bases; prepare stock solutions and chemical unknowns; prepare and dispense culture media and maintain the bacteriological culture bank; prepare, mix, label and bottle stains, wetting solutions, preservatives and reagents.

Maintain inventory of chemicals, supplies, tools, instruments and equipment in stock using computerized recordkeeping systems; record information related to chemicals, hazardous materials, unknowns, preserved animals and bacteria cultures.

Order, receive, issue, store, maintain and inventory and store science laboratory supplies and equipment; store materials in accordance with space, temperature, shelf-life and other requirements.

Assure the safe and proper receipt, handling, storage, segregation and disposal of chemicals, biological residues, bacteria cultures and other hazardous materials in accordance with established policies and State and federal regulations; prepare and maintain Material Safety Data Sheets (MSDS).

Maintain seismograph, aquariums and terrariums; feed and maintain laboratory animals and plants.

Maintain and perform minor repairs on equipment and apparatus including necessary calibrations; operate equipment such as analytical balances, microscopes, spectrophotometer, autoclave, pipetor, physiograph and others.

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Maintain appropriate lab security and enforce laboratory safety rules and regulations.

Train and provide work direction to student assistants; evaluate student assistants at completion of semester.

Maintain the department's microscopic slide collection.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Scientific equipment, supplies and materials used in physical, chemical and biological laboratories at the community college level.

Operation, preparation and maintenance of instructional science laboratories.

Elementary principles of the appropriate physical, chemical or biological sciences.

Health and safety procedures necessary in handling chemicals, equipment, and pathological micro-organisms.

Scientific methods and procedures.

Fundamentals, terminology, techniques and materials used in science labs.

Basic chemical laws, principles, theories, formulas and equations, weights and measures, solutions, reactions and symbols.

Interpersonal skills using tact, patience and courtesy.

Operation of computer equipment including word processing and spreadsheet software.

Recordkeeping methods.

ABILITY TO:

Operate, demonstrate and maintain specialized instruments, tools, equipment and apparatus commonly found in science laboratories.

Prepare laboratory media, micro-biological culture, reagents and solutions.

Issue and receive apparatus and supplies and maintain related records.

Clean, adjust, calibrate and repair laboratory and equipment apparatus.

Safely handle, store and dispose of hazardous materials and chemical waste in accordance with State and federal regulations and established safety policies.

Set up laboratory and classroom demonstrations and exercises.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Meet schedules and time lines.

Lift objects weighing up to 50 pounds.

Work independently with minimal direction.

Maintain records using microcomputer equipment.

Maintain a science lab in a clean, orderly manner conducive to learning.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in one or more of the science fields of specialization and two years of related work experience.

WORKING CONDITIONS: Duties are primarily performed in an science laboratory environment. Incumbents are subject to the potential hazards regularly associated with instructional demonstrations and experiments in the field of science.

PHYSICAL DEMANDS: Must see clearly to operate or transport equipment and assist instructors and student assistants, identify and distinguish colors, speak clearly and distinctly to provide information to students and staff, hear and understand voices over telephone and in person, sit or stand for long periods of time, walk and move equipment, use hands and fingers to handle or manipulate assigned equipment, reach with hands and arms, move among students in the laboratory, move and transport instructional materials and equipment weighing up to 50 pounds.