

## DESERT COMMUNITY COLLEGE DISTRICT

### LABORATORY TECHNICIAN HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

#### **BASIC FUNCTION**

Under the direction of an assigned supervisor, assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials; schedule, maintain and issue supplies and equipment utilized for instructional purposes; assist academic staff by handling administrative functions.

#### **REPRESENTATIVE DUTIES**

Assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials; set up supplies and equipment. *E*

Assist students individually or small groups in a variety of instructional and tutorial situations; prepare or oversee students in preparation of laboratory setups. *E*

Oversee safety and security of instructional materials and equipment. *E*

Maintain laboratory environment in a safe, clean and orderly condition; mix, apply and spray chemical applications and herbicides as required. *E*

Maintain storeroom and inventory records, equipment, supplies, other materials; maintain and perform minor maintenance on HVAC&R equipment. *E*

Receive, issue, store and care for laboratory, classroom, shop, tool room or other instructional material and maintain facilities in a clean and orderly condition. *E*

Assist Instructor with student tests as assigned; maintain student record and test files; develop reports as requested. *E*

Maintain hazardous materials storage and handling as assigned. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, procedures and equipment of assigned subject area; laboratory equipment and materials safety regulations involving area of specialty; hazardous materials storage and handling; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; district organization, operations, policies and objectives; technical aspects of field of specialty; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

**Ability to:** Perform specialized and technical duties to assure efficient lab operations; provide information and assistance to students and staff; assure the care and security of assigned equipment, materials and supplies; maintain learning equipment in proper working order; issue and receive equipment and supplies; plan and organize work; understand and follow oral and written directions; work independently with little direction; communicate effectively both orally and in writing to exchange information; establish and maintain effective working relationships with others; meet schedules and time lines; maintain records and prepare reports; operate laboratory equipment; research new methods, materials and equipment related to assigned subject area; reach overhead, above the shoulders and horizontally; bend at the waist; stand for extended periods of time. *E*

**EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school, supplemented by successful completion of some college level coursework with a grade of "C" or better in a related subject area and four years' experience in field of specialty with at least one year experience in a laboratory setting or work environment directly associated with the assignment.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

Possession of EPA 608 Certification

**WORKING CONDITIONS**

**Environment:** Laboratory environment. Driving a vehicle to conduct work. Subject to exposure to chemicals and other harmful substances.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

Range 10

Approved 4/2015

