LABORATORY TECHNICIAN

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 Tutor 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 landscape equipment and vehicles as assigned. 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
Administer and score tests as assigned; maintain student record and test files; develop reports as requested. E
Maintain hazardous materials storage and handling as assigned.
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.

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