



TITLE	CLASSIFICATION	SALARY GRADE
CERAMICS LABORATORY TECHNICIAN	CLASSIFIED	GRADE: J
Board Approved: 2014/15 Classification Review		

JOB DESCRIPTION:

Under direction, assist in the preparation of instructional materials for laboratory demonstration or use; assist students with assignments and demonstrate techniques in the use of specialized ceramics equipment; maintain, set up and break down equipment in lab; order, receive, store, issue and inventory supplies and equipment; and perform related work as required.

SCOPE:

The Ceramics Laboratory Technician has expertise and technical knowledge of ceramics (kilns, ceramics studio equipment, glazing/firing of materials); responsibilities are discharged with a high degree of independence, initiative and interaction with students.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Loading and firing a variety of kilns; mixes glaze materials, maintains safe storage and disposal and recycling practices.
2. Assists students with assignments and demonstrates techniques in the use of specialized equipment; ensures safety and security of facility; provides individual tutoring to students and modifies lessons as required.
3. Assists instructors in the design and construction of new demonstrations and exercises, teaching procedures, and curriculum; may modify lessons and demonstrations when necessary.
4. Sets up laboratory for teaching demonstrations and exercises; distributes materials and arranges equipment; advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment; gives technical advice.
5. May assist in coordinating laboratory schedule; helps resolve scheduling conflicts with instructors; communication between instructors and staff.
6. Maintains and repairs laboratory equipment as required; makes approved equipment and supply purchases and prepares invoices for payment.
7. Ensures security of laboratory and equipment.
8. Ensures availability of laboratory materials for students; maintains inventory and supplies for lab; receives, stores and issues equipment and supplies; distributes materials related to class fees.
9. Handle or work with hazardous materials.
10. May train and direct the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Instruct others and perform demonstrations in the ceramics laboratory; use and demonstrate the specialized materials and equipment; maintain records and inventory; perform clerical and administrative work; understand and follow oral and written communications; maintain a safe work environment for students; handle and work with hazardous materials and equipment properly and safely; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in ceramics; materials, tools and equipment to be used in the laboratory setting; skills in establishing and maintaining effective public relations; safety requirements in the handling, storing and disposing of hazardous materials; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with related ceramics coursework.

Experience:

Some experience in ceramics, including working with kilns and glazes.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations and experiments. Must be able to safely operate equipment, and handle, store and dispose of hazardous materials.