



| TITLE   | CLASSIFICATION | SALARY GRADE |
|---|----------------|--------------|
| PHOTOGRAPHY LABORATORY<br>TECHNICIAN                  | CLASSIFIED     | GRADE: J     |
| BOARD POLICY REFERENCE: 2014/15 Classification Review |                |              |

**JOB DESCRIPTION:**

Under general supervision, performs technical duties in the photography laboratory; orders, receives, stores, issues, and inventories photographic supplies and equipment; repairs, maintains and calibrates darkroom facilities and various photographic equipment; assists in overseeing the operation of darkroom facilities; provides assistance to students in the lab; and performs related work.

**SCOPE:**

The Photography Laboratory Technician has a broad depth of technical knowledge in the maintenance and repair of photography laboratory equipment; purchases, orders and receives lab equipment and supplies; demonstrates use of lab equipment.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Sets up photo lab for instructional demonstrations and exercises; prepares chemical solutions; ensures safety and security of facility.
2. Assists with demonstrations in class and lab as needed.
3. Tests, repairs, calibrates and maintains specialized photo lab equipment; assists in the repair and maintenance of photographic darkroom facilities.
4. Maintains inventory and supplies for lab; receives, stores and issues equipment and supplies for use both in and outside the darkroom area; keeps accurate records for supplies used.
5. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors.
6. Demonstrates use of various photo lab equipment and materials to students; trains students in basic darkroom techniques; provides in-lab assistance.
7. Supervises student employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Operate, maintain, repair and calibrate technical photographic equipment; prepare chemical solutions, equipment and materials for laboratory assignments; demonstrate use of equipment and lab procedures; receive, issue, store and maintain an inventory system for supplies, materials and equipment; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

Equipment, materials, supplies and procedures common to a photography lab; tools, materials and equipment used in the repair, calibration and maintenance of technical laboratory equipment; photographic theory and procedures; safety requirements in the handling, storing and disposing of hazardous materials.

**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:*

College level coursework with major coursework or demonstrated broad knowledge related to the subject area assigned. Associate's degree preferred.

*Experience:*

Previous photography lab experience.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely handle, store and dispose of hazardous chemicals.