

TITLE	CLASSIFICATION	SALARY GRADE
SCIENCE LABORATORY TECHNICIAN	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, assists in the planning and implementation of laboratory activities for one or more science departments or programs; orders, receives, stores, issues, and inventories laboratory supplies and equipment; repairs, maintains, and calibrates laboratory equipment; performs skilled technical duties in the operation and maintenance of science laboratories; properly manages hazardous or bio-hazardous materials/wastes; and performs related work.

SCOPE:

The Science Laboratory Technician supports the daily laboratory activities for one or more science departments or programs such as Chemistry, Life Sciences, Physics, Agriculture/Natural Resource, Earth or Space Sciences, etc.

DISTINGUISHING CHARACTERISTICS:

The Science Lab Technician is distinguished from the Science Lab Instructional Assistant by the depth of technical expertise utilized in planning and implementing lab exercises, purchasing materials and equipment and implementing modified or new procedures.

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. Purchases required items, receives shipments and verifies contents, assembles, tests and installs new equipment; maintains, properly controls and stores a sufficient inventory of supplies and equipment; may acquire, handle and maintain living organisms.
2. Prepares reagents and solutions specific to the designated science area.
3. Provides technical support and serves as a resource; trains staff in use of lab equipment.
4. Prepares, sets up and issues materials and equipment for use in student laboratory demonstrations, experiments, exercises and exams; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of lab exercises and experiments; implements new or modified policies and procedures; prepares special instructions for non-routine and complex assignments.
5. Constructs, adapts, tests and maintains equipment; sets up and maintains internal lab computer networks.
6. Demonstrates the safe and proper use of laboratory equipment and hazardous or bio-hazardous materials. Prepares, tests, adjusts, modifies, performs routine maintenance on, calibrates a variety of technical laboratory equipment, and interfaces computer systems; trouble-shoots equipment and makes minor repairs or arranges for service repair.
7. Implements departmental policies and procedures to comply with federal, state and local hazardous materials, health and safety and hazardous waste regulations in addition to District Environmental Health & Safety policies; recommends environmental, health and safety related improvements and modifications in laboratory procedures and operations; enforces laboratory safety procedures; routinely inspects and/or tests safety equipment and supplies; responds to laboratory emergencies including injuries and spills of hazardous or bio-hazardous materials.
8. May supervise student employees and monitor the services of independent contractors.

EMPLOYMENT STANDARDS

ABILITY TO:

Organize, plan and prioritize laboratory activities for the designated science area; adapt and apply laboratory methods, practices and techniques common to the designated science area; perform routine and analytical work needed to prepare reagents, solutions, equipment and materials used in exercises and experiments; understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical laboratory equipment; purchase science laboratory supplies and equipment; perform experiments and demonstrations in the designated science area; safely handle, store and dispose of hazardous or bio-hazardous materials; generate and maintain accurate computerized records, databases, reports and files; perform clerical work accurately and efficiently; apply policies, procedures, rules and regulations; work independently; give and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Subject matter and theoretical principles of the designated science area; materials, equipment, supplies and laboratory methods, practices and techniques used in the designated science area; care and maintenance of living organisms if required; tools, materials and equipment used in the repair, calibration and maintenance of technical laboratory equipment and instruments; current and developing environmental health and safety regulations and advances in the science area assigned; principles, practices and environmental health and safety regulations necessary to use and dispose of hazardous or bio-hazardous materials; standard office productivity software and applicable software applications.

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:

Bachelor's degree in an area related to the science area assigned.

Experience:

Previous relevant work in an educational setting preferred.

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 laboratory demonstrations and experiments. Must be able to handle and safely dispose of chemicals, solutions, and bio-hazardous materials common to the designated science area.