

TITLE: Ceramics Laboratory Technician

CLASSIFICATION: Classified

SALARY GRADE: C10

SCOPE OF POSITION:

Under general supervision, assists in the preparation of instructional materials for laboratory demonstration or use. Assists students with assignments and demonstrates techniques in the use of specialized ceramics equipment. Maintains, sets up, and breaks down equipment in lab. Orders, receives, stores, issues, and inventories supplies and equipment. Follows established policies concerning use and disposal of hazardous materials/waste.

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. Loads and fires a variety of kilns, and mixes glaze materials.
2. Maintains safe storage, disposal, and recycling practices.
3. Assists students with assignments and demonstrates techniques in the use of specialized equipment. Ensures safety and security of facility.
4. Assists instructors in the design and construction of new demonstrations and exercises. Assists students with course objectives and requirements.
5. Sets up laboratory for teaching demonstrations and exercises. Distributes materials and arranges equipment.
6. Assists in coordinating laboratory schedule. Helps resolve scheduling conflicts with instructors.
7. Ensures availability of laboratory materials, maintains and repairs laboratory equipment. Makes approved equipment and supply purchases and prepares invoices for payment.
8. May train and direct the work of student employees.

KNOWLEDGE OF:

1. Fundamentals, terminology, techniques, equipment, and materials in ceramics.
2. Materials, tools, and equipment used in the laboratory setting.
3. Safety requirements in the handling, storing, and disposing of hazardous materials.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Instruct others and perform demonstrations in the ceramics laboratory.
2. Use and demonstrate specialized materials and equipment.
3. Maintain records and inventory.
4. Maintain a safe work environment for students.
5. Handle and work with hazardous materials and equipment properly and safely.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in ceramics or a closely related field of study required.

EXPERIENCE:

2+ years of related experience with 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).