



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Science Laboratory Technician		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	35		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Division Dean or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide a wide range of responsible support duties in the day-to-day operations, programs, and activities associated with the sciences. Employees in this classification provide technical expertise, faculty support and advocacy in support of science lab activities and operations. Employees in this classification are under limited supervision within a framework of standard policies and procedures and require a high degree of independence.

TYPICAL DUTIES

- Assists faculty in pre-lab set-up activities such as preparing materials and equipment necessary for various class laboratory experiments.
- Assists faculty with post laboratory activities, such as restoring lab to pre-activity conditions.
- Maintains adequate inventory in the assigned science stockrooms and performs annual equipment inventory.
- Cleans and organizes assigned stockrooms.
- Primary hazardous waste technician for assigned area.
- Performs the chemical processes necessary to detoxify or stabilize toxic/hazardous waste for safe storage and disposal and implements a toxic waste plan.
- Performs on-going calibrations on sophisticated instruments used in instructional experiments.
- Performs paraprofessional duties in support of instructors in assigned science areas.
- Designs, constructs, and assembles electronic and mechanical apparatus for demonstrations and experiments as needed.
- Issues and picks up supplies and equipment, as needed, using district vehicle or own transportation. Orders supplies while focusing on keeping costs low.
- Performs minor repairs to laboratory equipment and instruments.
- Maintains records and files of information on instructional equipment.
- Works in accordance with all current laboratory safety standards; undergoes training to remain current on these standards.

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- Conducts regular safety checks in conjunction with district safety personnel on all laboratory equipment.
- Provides technical assistance in the preparation of specifications for equipment and material purchases; recommends selection of equipment as requested.
- Interviews vendors to assess new equipment and supplies.
- Tracks and communicates budget with administration and faculty.
- Submits budget requests to Dean or designee.
- Performs other related duties similar to the above in scope and function as required.

Marginal Functions:

- Participates in District-provided in-service training programs.
- Participates in in-class demonstrations as time allows.
- Maintains a friendly, supportive atmosphere for students, faculty, and staff.
- Trains and supervises student assistants in lab preparation, cleanup, and stockroom procedures.

EMPLOYMENT STANDARDS***Knowledge of or ability to learn:***

- Proper use and operation of computers
- Principles, practices, and applications of assigned subject matter
- The proper mixing, storage, and disposal of chemicals and chemical reagents
- The proper use and operation of assigned science lab equipment
- The sources of equipment, supplies, and services desirable
- Safety regulations in the laboratory environment
- Procedures to perform on-going calibrations on sophisticated instruments used in instructional lab experiments
- Design, construction, and assembly of electronic and mechanical apparatus for demonstrations and experiments
- All applicable local, state, and federal regulations in implementing a toxic/hazardous waste plan for the handling, storing, and disposal of toxic/hazardous chemicals
- Record keeping methods and techniques

Ability to:

- Prepare, operate, maintain, and demonstrate laboratory equipment and materials
- Safely mix chemicals and chemical reagents related to assigned lab operations
- Prepare and maintain accurate and up-to-date records, files, inventory, and other documentation
- Learn and impart laboratory procedures to students
- Maintain labs in a clean and functional condition
- Communicate effectively and tactfully in both oral and written forms
- Understand and carry out both oral and written directions
- Respond to questions and inquiries with tact and courtesy
- Work with a significant degree of independence and judgment
- Organize work and set priorities
- Supervise and train student stockroom assistants as assigned

POSITION DESCRIPTION

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- Establish and maintain effective work relationships with those contacted in the performance of required duties

QUALIFICATIONS

Education/Experience Required:

- An associate degree or higher from an accredited institution or equivalent.
- Minimum of one year science lab experience in assigned area; college level course work in assigned science areas may be substituted.

Possession of or ability to possess:

- A current and valid California Driver's License
- Required certifications and permits such as HAZWOPERS or ATF permits for the safe handling and recording and keeping of chemical agents used in labs.

APPROVALS

Date Created/Revised: 4-06 / 6-16

Cabinet Reviewed: 8-9-16

Board Approved: 10-12-16

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)