



## LAB TECHNICIAN - SCIENCE

### BASIC FUNCTION

Under direction of the assigned supervisor, this position performs a variety of instructional support duties to assisting science instructors in the preparation and ancillary work associated with chemistry, biology, anatomy, physiology, and other science programs and labs. Provides technical assistance, laboratory management, and ensuring equipment functionality maintenance within a laboratory setting. Maintain the safe and proper storage, handling and disposal of hazardous material in accordance with state and federal regulations and requirements. This position involves collaborating with faculty and

students to ensure safe and efficient operation of laboratory facilities and successful execution of experiments and projects.

### DISTINGUISHING CHARACTERISTICS

The incumbent in this position is responsible for independently performing duties in support of life and/or physical science education by ensuring the efficient operation of laboratory facilities, promoting safety and compliance, and providing technical assistance to students and faculty. The incumbent will be required to exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Set up laboratory equipment, instruments, and materials for experiments and demonstrations; ensure equipment is in working order and safety protocols are followed.
2. Maintain laboratory supplies and equipment inventory; order and receive materials such as chemicals, glassware, specimens, and consumables; maintain inventory records.

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Commented [KB1]: The lab techs do not provide any technical assistance to students or faculty

Commented [JF2R1]: aren't they setting up the labs?

Commented [JF3R1]: provide equipment setup and maintenance, lab safety, chemical and material preparation, even though they are not in the classroom, they are still required to provide technical assistance. Are we saying if they have mislabeled a chemical and caused an explosions during class would it fall to the student or instructor and not the person who is preparing the chemicals?

Commented [KB4R1]: I get what you are saying - maybe the issue is the wording of "technical". It makes it seem like IT - is there a different word we can use?

Commented [JF5R1]: that is not what technical means. Technical means anyone who uses specialized skills or knowledge. Technical is different from technology

Commented [KB6R1]: Thank you.

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3. Dilute and issue chemicals, reagents acids and bases; prepare stock solutions and chemical unknowns; prepare and dispense culture media and maintain the bacteriological culture bank; prepare, mix, label and bottle stains, wetting solutions, preservatives and reagents.

3. Enforce Implements safety procedures and protocols in the prep laboratory, including handling and disposal of hazardous materials, ensuring proper storage of chemicals and maintaining safety equipment such as eyewash stations and fire extinguishers ensuring proper storage, segregation, and disposal of chemicals, biological residues, bacteria cultures and all other hazardous materials.

4.5. Assist students by demonstrating proper techniques for lab equipment set-up and maintenance and troubleshooting any equipment issues to ensure optimal functionality when in the prep lab, and assisting with data collection and analysis.

5-6. Collaborate with instructors to solve problems, develop prep lab procedures, set up and experimental stations, and create instructional materials.

6. Organize experimental data, including recording observations, collecting measurements, and maintaining laboratory notebooks or electronic records; may also assist in data analysis and interpretation as needed.

7. Calibrate and maintain laboratory instruments and equipment to ensure accuracy and reliability, performing routine maintenance, troubleshooting problems, and coordinating repairs with vendors or service technicians.

8. Conducting quality control checks, verifying experimental procedures, and implement corrective actions as needed.

9. Provide training to students workers on laboratory techniques, safety procedures, and equipment operation when in the prep lab; ensure that users have the necessary skills and knowledge to work safely and effectively in the laboratory.

9.10. Maintain and operate science laboratories and stock rooms to assist instructors in preparatory work associated with academic science programs.

10.11. Train and provide work direction to student assistants.

11.12. Perform other job-related duties as assigned.

### QUALIFICATIONS

#### Knowledge Of:

- Scientific equipment, supplies, and materials used in laboratories.
- Operation, preparation, and maintenance of instructional science laboratories.

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Commented [KB7]: Isn't this the same as #9?

Commented [JF8R7]: this indicates they are a pseudo supervisor

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- Health and safety procedures necessary in a laboratory environment including handling chemicals, equipment, and pathological microorganisms.
- Fundamentals, terminology, techniques, and materials used in science labs.
- Basic science weights, measures, formulas, equations, solutions, and reactions.
- Operation of computer equipment and software.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping methods.

**Skills and Abilities To:**

- Operate, demonstrate, and maintain specialized instruments, tools, and equipment.
- Prepare laboratory media, microbiological cultures, reagents, and solutions.
- Issue and receive apparatus and supplies and maintain related records.
- Clean, adjust, calibrate, and repair laboratory and equipment apparatus.
- Safely handle, store, and dispose of hazardous materials and waste in accordance with State and federal regulation and established safety policies.
- Set up laboratory and classroom demonstrations and exercises.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.
- Work independently with minimal direction.
- Maintain lab prep area in a clean, orderly manner.

**Education and Experience:**

Any combination equivalent to two years of college-level course work in one or more of the science fields of specialization and two years of related work experience.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees’ values align with our District’s mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS**

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**Work Environment:**

Duties are primarily performed in a classroom-science laboratory environment. Incumbents have extensive interactions with students. Incumbents are subject to the potential hazards regularly associated with instructional demonstrations and experiments in the field of science. Frequent interruptions. Medium noise level.

**Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 50 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.

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