CLASSIFICATION
Science Laboratory Equipment Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs a variety of technical duties in an assigned laboratory, including setup, maintenance and repair of laboratory equipment and instrumentation; orders, stores and inventories materials, supplies and consumables; maintains safety and cleanliness of lab equipment and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Science Laboratory Equipment Technicians perform a variety of technical duties in an assigned science laboratory. Incumbents are responsible for issuing, maintaining and repairing laboratory equipment, instrumentation and other associated equipment and maintaining an inventory of required laboratory materials, supplies and consumables. Incumbents may assist instructors in the operation of equipment and oversee the work of student assistants but typically have limited interaction with students on instructional/laboratory activities. Incumbents are responsible for ensuring the safety and cleanliness of laboratory equipment and facilities.

Science Laboratory Equipment Technician is distinguished from other science laboratory specialists in that incumbents in the latter classes perform duties that require a detailed knowledge of applicable scientific subject matter and the ability to assist in providing instruction to students in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Sets up, issues, inspects, cleans and stores laboratory equipment, instrumentation, tools, materials and supplies in an assigned science laboratory; ensures equipment and instruments are in proper working order for exercises and experiments; inspects, maintains and recalibrates equipment; makes minor repairs and adjustments; prepares requisitions to purchase new or replacement equipment as required; when requested, assists faculty in operating equipment; schedules and sets up laboratory sessions based on faculty requests.

2. Maintains an inventory of materials, supplies and consumables for laboratory use; prepares requisitions and purchase orders to replenish inventory items; confers with vendors regarding availability of needed equipment and materials; receives and stores items; maintains the laboratory and storeroom in a clean, safe and orderly manner.
3. Receives, stores and maintains an inventory of lab chemicals and supplies, following applicable safety procedures and precautions.

4. Maintains records of student breakage and associated fines; provides reports to Fiscal Operations.

5. Prepares and maintains a variety of lab records; files and consults material safety data sheets; maintains records of student worker hours.

6. Supervises work study students assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; provides performance feedback; prepares and submits time cards for student workers.

OTHER DUTIES

1. Maintains specialized equipment such as a seismograph and weather station; monitors to ensure the operational status of equipment.

2. Assists faculty in making preparations for field trips and other needs.

3. Performs a variety of administrative support tasks as requested.

QUALIFICATIONS

Knowledge of:

1. Use and operations of standard science laboratory equipment, instrumentation, tools and other equipment.

2. Methods for the maintenance, calibration, servicing and repair of science laboratory equipment.

3. Materials, tools, supplies, consumables, chemicals and other items typically used in science laboratories.

4. Laboratory safety rules, practices and procedures, including the storage and disposal of chemicals and hazardous materials in accordance with state and federal laws and regulations.

5. Correct English usage, including spelling, grammar and punctuation.

6. Administrative practices and procedures, including purchasing, record keeping and filing practices and procedures.

Ability to:

1. Set up, maintain and repair a variety of laboratory equipment in preparation for faculty instruction and laboratory exercises.

2. Demonstrate the safe and efficient operation of specialized laboratory equipment and instrumentation.

3. Follow and instruct others on established laboratory safety rules, practices and procedures.
4. Maintain an inventory of materials, supplies and consumables to meet laboratory instructional requirements.

5. Operate a computer and other standard office equipment.

6. Organize, set priorities and exercise sound judgment within areas of responsibility.

7. Organize and maintain records and files.

8. Communicate clearly and effectively, both orally and in writing.

9. Understand and follow written and oral instructions.

10. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult situations.

11. Establish and maintain effective working relationships with District management, faculty, staff, students, vendors and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree in a scientific discipline relevant to the laboratory assignment or a closely related field; and at least one year of experience working in a science laboratory, including operating, maintaining and repairing laboratory equipment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
None.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms; smell odors. An employee also is regularly required to stoop, kneel, bend, crouch and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret technical information and manuals; analyze and solve problems; observe and interpret data and information; use math/mathematical reasoning;
learn and apply new information or skills; work under intensive deadlines; and interact with District management, faculty, staff, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a laboratory setting and is exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards and risk of electrical shock. The noise level can be moderately loud.