

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LABORATORY/SAFETY TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, assemble and dismantle chemistry laboratory experiments; maintain, monitor and store a variety of chemicals; coordinate and monitor the disposal of hazardous waste materials.

REPRESENTATIVE DUTIES:

Assemble and dismantle chemistry laboratory and classroom experiments; assist in the development and evaluation of laboratory manuals; develop, implement and maintain a laboratory safety program in compliance with standard regulations; recommend procedural improvements. *E*

Issue chemistry laboratory equipment to students and staff; inspect equipment upon return; track and report breakage debts; collect and deposit breakage payments from students; maintain related records. *E*

Estimate need for and prepare special reagents and precise chemical solutions for laboratory classroom use; maintain related records; assist in the coordination of the use of laboratory facilities; assure the availability of supplies and equipment. *E*

Maintain laboratory environment in a safe, clean and orderly condition; control and maintain hazardous waste materials produced during laboratory experiments; assure proper chemical storage and hazardous waste disposal. *E*

Perform campus-wide hazardous materials safety assessment; assist in the training process of college personnel and students regarding hazardous materials usage; respond to hazardous spills on campus; determine need for professional response; coordinate the legal disposal of hazardous waste. *E*

Assist in monitoring compliance with environmental and labor regulations regarding hazardous materials; secure permits related to the legal storage and use of hazardous materials. *E*

Inventory and order new chemicals, supplies and equipment for the chemistry laboratory and stockroom; submit justifications and cost estimates; monitor and control expenditures. *E*

Organize stockroom; adjust, clean, maintain and perform minor repairs to equipment; coordinate laboratory equipment maintenance and servicing; maintain related records. *E*

Prepare and maintain various records and reports including hazardous waste reports related to laboratory and stockroom operations and activities as required. *E*

Train and provide work direction to students workers and assigned staff; assign and review work; participate in the selection of new employees. *E*

Operate a variety of equipment related to the specialized area of assignment. *E*

Attend and participate in a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, preparation and maintenance of a chemistry laboratory.

Principles and practices of chemical storage.

Laws, rules and regulations related to assigned activities.

Advanced principles of chemistry and physics.

Materials and equipment used in experiments.

Health and safety regulations.

Principles and practices of providing work direction and training.

Record-keeping and report preparation techniques.

Curriculum, goals and objectives of the department.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Proper methods of hazardous waste disposal.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Inventory methods and practices.

Operation of a variety of equipment related to the specialized area of assignment including a computer.

ABILITY TO:

Assemble and dismantle chemistry laboratory experiments.

Interpret, explain and apply laws, rules and regulations related to hazardous materials.

Safely clean up and dispose of hazardous materials.

Properly assemble and store chemistry equipment, materials and supplies.

Prepare special reagents and precise chemical solutions

Issue and receive equipment and supplies.

Maintain equipment in proper working order.

Perform light repairs to equipment.

Maintain records and prepare reports related to work performed.

Understand and follow oral and written instructions.

Train and provide work direction to others.

Assign and review the work of others.

Meet schedules and time lines.

Work independently with little direction.

Operate a variety of equipment related to the specialized area of assignment including a computer.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with course work in chemistry, physics, physical science or a related field and two years of increasingly responsible laboratory experience.

WORKING CONDITIONS:

ENVIRONMENT:

Chemistry stockroom/laboratory environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------|-------------------------------|--|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. | |
| <u>2</u> | b. | Ability to stand for extended periods of time. | |
| <u>4</u> | c. | Ability to sit for extended periods of time. | |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. | |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. | |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. | |
| <u>1</u> | g. | Ability to bend and twist. | |
| <u>1</u> | h. | Ability to lift <u>25</u> lbs. | |
| <u>1</u> | i. | Ability to carry <u>25</u> lbs. | |
| <u>1</u> | j. | Ability to operate office equipment. | |
| <u>1</u> | k. | Ability to reach in all directions. | |

HAZARDS:

Exposure to hazardous chemicals and chemical fumes.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.