

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE:     LABORATORY TECHNICIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized and technical duties to assist in the operation and maintenance of an instructional laboratory.

#### **REPRESENTATIVE DUTIES:**

Perform specialized and technical duties to assist in the operation and maintenance of an instructional laboratory; prepare various solutions for laboratory activities; assemble and install new equipment; assure efficient laboratory operations. *E*

Assist faculty and students in the use of a variety of equipment, materials and supplies in the instructional setting; prepare and issue instructional materials and equipment for classroom demonstrations; maintain computerized records of materials and equipment utilized by students. *E*

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

Order, receive and store supplies, materials and equipment; maintain inventories and assure adequate stock levels; drive a vehicle to pick up and purchase supplies as needed. *E*

Adjust, clean, maintain and perform minor repairs to equipment; report major repair needs or arrange for repairs as needed; collect and deposit breakage payments from students. *E*

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

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

Assist in the coordination of the use of laboratory facilities; assure the availability of appropriate supplies and equipment. *E*

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

Attend and participate in a variety of meetings and special projects as assigned.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Operation, preparation and maintenance of an instructional laboratory.  
Principles of science, physics and chemistry.  
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.  
Operation of a variety of equipment related to the specialized area of assignment including a computer.

### **ABILITY TO:**

Perform specialized and technical duties to assure efficient lab operations.  
Provide information and assistance to faculty and staff.  
Properly assemble and store assigned equipment, materials and supplies.  
Issue and receive equipment and supplies.  
Maintain equipment in proper working order.  
Perform light repairs to equipment.  
Perform a variety of chemical balance tests.  
Maintain records 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: Associate degree with course work in science, chemistry, physics or a related field and some laboratory experience.

## **LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Instructional laboratory environment.  
Driving a vehicle to conduct work.

**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.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <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 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.*