



ENVIRONMENTAL STUDIES TECHNICIAN

SALARY GRADE: [C1-45](#)

DEFINITION:

Under the direction of an assigned supervisor, oversee the day-to-day operations of the Environmental Studies area, specifically the indoor and outdoor environmental laboratory classrooms with special focus on the Kirsch Center for Environmental Studies' collection of flora and fauna. Coordinate environmental laboratory programs, conduct tours and presentations of the facilities, and instruct others in the use of the specialized lab area.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist in the Environmental Studies program and the Biological and Health Sciences Division in performing technical work in a learning and laboratory environment; exercise judgment, creativity, and initiative in coordinating laboratory programs and laboratory materials.
2. Oversee the day-to-day operations of the Environmental Studies Area and all associated Kirsch Center indoor and outdoor laboratories.
3. Maintain indoor and outdoor laboratory environments, all equipment, and learning environment in a safe, clean, and orderly condition, this includes general maintenance procedures in an outdoor environment, such as planting, weeding, irrigation, pruning, composting, mulching, pond and stream maintenance, and trail maintenance.
4. Maintain native plants in their community setting; develop and maintain a mapping program utilizing current technology in order to manage the Kirsch Center's plant collection.
5. Assist in the development of associated programs, such as ethno botany; assist in the expansion of the plant collection.
6. Troubleshoot equipment problems; make minor repairs and adjustment to equipment; arrange for repair of equipment; develop and maintain a maintenance schedule for equipment.
7. Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; present information to students and the general community on tours or at open houses in a logical, accurate and interesting manner; assist in developing course materials.
8. Establish and monitor facility schedules; schedule the facility and all plant areas; train and provide work direction to assigned personnel.
9. Assist instructors, staff and students in the use of the facilities and in a variety of equipment, materials and supplies in a specialized environment setting; design, modify and enforce procedures and policies; advise faculty on new or upgraded instructional systems and tools.
10. Prepare and maintain a variety of files, records, reports, and databases as assigned, using word processing and spreadsheet programs, including historical archives, visitor information, and service contracts; develop individual reports for students as assigned.
11. Provide information on available resources to students and the general community; encourage student participation and advise students regarding learning materials available; respond to student problems, questions and complaints.

12. Operate and instruct others in the use of the facility and a variety of technical or specialized equipment related to area of specialty.
13. Order, receive, catalog and store supplies, materials and equipment.
14. Attend a variety of meetings as assigned.
15. Select and oversee the performance of student tutors.
16. Maintain student records to assess progress of students; administer, evaluate and score tests, projects and assignments as directed.
17. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. California native plants and associated communities, including propagation, cultivation, and ongoing care.
2. Environmental interpretation techniques with native plants and animals.
3. Biodiversity and the life cycles of plants and animals.
4. Plant maintenance techniques and uses and purposes of tools employed in plant and environmental laboratory maintenance.
5. Instructional and tutorial techniques.
6. Basic reference materials and effective study techniques.
7. Record-keeping techniques.
8. Modern office practices, procedures and equipment.
9. Proper methods of storing equipment, materials and supplies.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.
11. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Manage a scientific collection of native flora and fauna.
3. Provide instructional assistance and technical advice to students, staff, and the community.
4. Display initiative and exercise good judgment in coordinating instructional facilities and materials.
5. Instruct or tutor students effectively.
6. Set up, design and operate assigned departmental equipment with skill.
7. Understand, interpret and apply department and District rules, policies and technical materials relating to field.
8. Plan, schedule, train and review the work of student tutors.
9. Provide instructional assistance and technical advice to students independently on the availability and uses of instructional materials and equipment.
10. Communicate effectively both orally and in writing.
11. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
12. Establish and maintain cooperative and effective working relationships with others.
13. Prioritize and schedule work efficiently.

Education and Experience

Any combination equivalent to:

1. Associate's degree in business field of expertise or related field.
2. Three (3) years related experience.

LICENSES AND OTHER REQUIREMENTS:

1. Some positions in this class may require first aid training.

WORKING CONDITIONS:

Environment:

1. Busy laboratory or classroom environment, including outdoor facilities.
2. Constant interruptions.
3. Noise.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: June 16, 2003
EEO Code: H-50