



LABORATORY TECHNICIAN

SALARY GRADE: [C1-45](#)

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of duties in support of an assigned laboratory; order, receive, store, maintain, and issue laboratory supplies and equipment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Assist students with utilizing lab instruments, materials, and equipment in a safe and proper manner; answer technical questions; tutor students in assigned lab as necessary; demonstrate proper use of equipment and materials.
2. Prepare and set up tools, equipment and materials for demonstrations, experiments, or instruction for the assigned lab; inspect lab for safety hazards and make corrections as necessary; demonstrate safety procedures as necessary.
3. Order, issue and inventory supplies and equipment; assure the safe and proper storage of supplies, materials and equipment.
4. Prepare and maintain a variety of records related to assigned laboratory duties.
5. Operate a variety of assigned laboratory equipment specific to the assignment; perform minor repairs as needed.
6. Perform administrative duties as assigned; monitor assigned budget expenditures.
7. Communicate with other departments to exchange information and provide technical support as necessary; monitor the progress of students and discuss with faculty as needed.
8. Attend various meetings as required.
9. Perform a variety of clerical duties related to the assigned instructional laboratory.
10. Monitor and provide direction to student assistants as assigned.
11. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Equipment, materials and supplies utilized in an assigned laboratory.
2. Principles, practices and procedures used in assigned laboratory.
3. Record-keeping techniques.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills using tact, patience, and courtesy.
6. Technical aspects of field of specialty.
7. Health and safety regulations.

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. Perform a variety of duties in support of an assigned laboratory.
3. Order, receive, store, maintain and issue laboratory supplies and equipment.
4. Assist students in the use and operation of assigned laboratory equipment and materials.
5. Perform minor repairs on equipment.
6. Communicate effectively both orally and in writing.
7. Maintain accurate records.
8. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in an assigned area of expertise, or related field.
2. Three (3) years related instructional laboratory experience.

WORKING CONDITIONS:

Environment:

1. Laboratory environment.

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 and assigned equipment.
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: March 1, 1999

EEO Code: H-50