



LABORATORY TECHNICIAN, ENVIRONMENTAL STUDIES

DEFINITION

Under general supervision, provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, displays, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the College's environmental studies program; oversees the day-to-day operations and maintenance of the College's arboretum; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in environmental studies and/or horticulture.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Prepares and sets up classroom (indoor/outdoor), demonstrations, displays, signage, and instructional materials; monitors classroom; organizes, arranges, stocks, and distributes materials, equipment, tools, and supplies.
- Provides instructional support to students and faculty in the environmental studies program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
- Maintains and performs minor repair of indoor and outdoor equipment and facilities; ensures that equipment and facilities are in a safe and operational condition; documents procedures for proper use and maintenance of facilities and systems.
- Oversees day-to-day operations and maintenance of the College's arboretum by coordinating and participating in planting, harvesting, irrigating, weeding, and cultivating new plantings; performs restoration work in pond/riparian plant communities.
- Conducts tours of the arboretum and Kirsch Center for Environmental Studies.
- Operates, demonstrates use of, maintains, and repairs tools and equipment; assists faculty and students in proper and safe methods in usage of tools and equipment.
- Conducts daily inspections; cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures classroom and work areas are maintained in a clean and orderly condition.
- Maintains accurate material safety data sheets, reports, and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of plants, supplies, and equipment; monitors program budget and expenditures.

- Trains and provides work direction and guidance to assigned student workers; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student understanding of and adherence to safety practices and procedures.
- Submits work orders for maintenance and repair of equipment and facilities.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, theories, terminology, techniques, equipment, and materials related to environmental studies programs.
- General methods and procedures for preparing materials, demonstrations, displays, and classroom exercises used in environmental studies programs.
- Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment and tools used in environmental studies programs.
- Basic principles and practices of resource management, including weed management and habitat restoration.
- Practices, procedures, and techniques involved in planting, harvesting, irrigating, weeding, and cultivating plants.
- Local flora and fauna and methods and techniques of native plant resource protection and restoration.
- Occupational hazards and safety equipment and practices related to the work.
- Methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles of providing functional direction and training.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Explain principles, theories, terminology, techniques, equipment, tools, and materials related to environmental studies programs.
- Engage students in positive learning in the classroom or other learning environments.
- Assist students and faculty and demonstrates proper use and maintenance of equipment and tools used in environmental studies programs.
- Coordinate and participate in planting, harvesting, irrigating, weeding, and cultivating plants.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment and instruments required for the work.
- Maintain accurate records of work performed and materials and equipment and instruments used.
- Plan, organize, schedule, assign, train, and review the work of assigned student workers.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college with major coursework in environmental studies, agricultural science, horticulture, or a related field and three (3) years of experience working in an arboretum or similar setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in indoor and outdoor classroom environments; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied tools and equipment, to use a computer, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to perform assigned work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in indoor and outdoor classroom environments and are exposed to moderate to high noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, chemicals, hazardous physical substances and fumes, and mechanical and/or electrical equipment and machinery.

Salary Grade: C1-47

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021