

LABORATORY TECHNICIAN

Builder/Maker

DEFINITION

Under supervision of the assigned supervisor/manager perform technical work, typically in a college instructional program; receive, stock, maintain and issue laboratory supplies and equipment; coordinate budget and expenditures for laboratory supplies and equipment.

TYPICAL DUTIES

Prepare materials and equipment for laboratory and classroom use, including but not limited to power equipment, tools, and drafting software and hardware; oversee repair and maintenance of laboratory equipment; order, receive and maintain inventory of materials and equipment; maintain operational budget and prepare adjustments as needed; maintain storeroom expenditure records; maintain the stockroom and laboratory in a safe, clean, and orderly condition, including but not limited to functional checks on safety equipment such as eyewash stations, showers, fire extinguishers and hood; organize and facilitate the collection, clean up, and disposal of hazardous or toxic chemical waste; interface with hazardous waste disposal vendors; adhere to state and local laws and regulations relating to health and safety, and safe storage and disposal of hazardous materials; oversee temporary employees, students and others on laboratory safety procedures (safe use of power equipment, tools, and materials); provide guidance to employees, students, and others in proper storage, handling, and use of material, equipment, and supplies; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of work experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of two years, or 60 semester units, of college work from an accredited institution in a related subject area to which assigned or in a related area. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

One year of education is equal to 30 semester units

SPECIAL REQUIREMENT

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Industry-standard tools and equipment, supplies, and materials; basic elements of supervision and training; applicable federal, state, and local laws and regulations; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; various learning and teaching styles; and of diversity awareness and the surrounding issues including age, gender, cultural background, and disabilities (learning and physical); multiple approaches when training new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches; effective customer service skills; principles and practices of effective communication; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, drafting software and hardware, such as: Computer Numeric Control (CNC); lasers, Computer-Aided Manufacturing (CAM) and Computer-Aided Drafting (CAD); adapt to changing technologies; work successfully with diverse populations; work collaboratively with other departments on campus, particularly Operations; identify and work with industry-standard equipment, supplies, and materials; maintain stockroom records, equipment and materials in an orderly condition; oversee and train temporary employees.

Physical and Environmental Factors: Stand and maneuver for long periods; bend at waist and knees; lift heavy objects with and without assistance (objects are sometimes elevated from the floor level to above the shoulders); reach, grasp, pull, push equipment across various types of surfaces; manipulate small objects; stoop and crouch; climb ladders; regularly work with or around hazardous materials (may include pesticides, degreasing cleansers, etc.); common exposure to allergens; occasionally work on slippery surfaces; come in contact with oil or grease; and/or work around loud noise.