

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician II,
Applied Science

Department: Applied Science

Location: EVC & SJCC

Date: March 11, 2021

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, performs support services for a variety of courses in the Applied Science instructional program by providing materials, supplies, equipment, and related logistical support to lecture, laboratory, or other instructional activities; prepares materials, supplies, and equipment using special methods and procedures related to the discipline.

Direct or general supervision is provided by management or academic personnel. Technical and functional supervision may also be provided by instructional or higher level classified personnel.

Responsibilities may include providing technical and functional direction to other Instructional Laboratory Technician I positions or student assistants, as assigned.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain and assure the security of the assigned instructional laboratory facility and related areas.
2. Dispense and retrieve laboratory equipment, tools, materials, and reusable supplies.
3. Prepare, transport, set up, and take down materials and equipment used in instructional laboratory demonstrations, exercises, practicals, scenarios, and other activities.
4. Discuss future laboratory activities and scheduled events with instructors; prepare laboratory facilities and assemble supplies.
5. Demonstrate to students the proper and safe operation of assigned equipment.
6. Maintain stock levels and inventories of necessary supplies and equipment; reorder, pick up, and deliver as authorized.
7. Perform basic informational activities in determining pricing, availability, and specifications of necessary supplies.
8. Obtain and maintain Material Safety Data sheets.
9. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste that may include performing any departmental inspections as required by regulatory agencies.
10. Clean and maintain tools and equipment and ensure their safekeeping; clean and provide for general maintenance of the laboratory and shop areas at conclusion of scheduled activities.
11. Perform preventive maintenance on equipment; calibrate and make minor repairs; report need for major repairs or place service calls as authorized.
12. Under direction of instructor, monitor students for proper and safe methods and procedures in laboratory equipment operation and materials handling.
13. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering the telephone, scheduling appointments, photocopying, and distributing mail.

14. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
15. Maintain a variety of records, files, inventories, and reports.
16. Order, pick up, deliver, and set up audio-visual equipment needed to conduct laboratory presentations.
17. Operate a forklift as necessary to move materials for instructional use.
18. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic procedures and practices of maintaining a supply room and storage area.
2. Tools, equipment, materials and supplies which are used in the particular instructional laboratories and their proper and safe handling.
3. Supply and inventory procedures for the effective maintenance of stock levels.
4. Operation and safe use of forklift.
5. Preventive maintenance techniques and methods to ensure the operation of assigned equipment.
6. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste.
7. Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Skills and Ability to:

1. Perform preventive maintenance, calibration, and minor repair on assigned equipment.
2. Perform assigned duties with a significant degree of independence, observing proper and safe procedures and techniques.
3. Apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of faculty or students.
4. Apply mathematical skills to calculate figures and amounts such as discounts, proportions, percentages, concentrations, and volume; apply concepts of basic algebra and geometry.
5. Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Lift and move up to 50 pounds.

Experience and Education:

1. Associate's degree or equivalent from an from a two-year college or technical school; OR
2. Six months to one year of related experience and/or training; OR
3. Combination of education and experience including college level courses in assigned area.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills.

Licenses and Certificates:

1. Possession of a valid Class C California Driver's License

WORKING CONDITIONS

1. Environment: Work is performed primarily in an instructional lab setting with frequent contact with student and staff; exposure to potentially hazardous chemicals, fumes, dust, and gases.
2. Physical: Primary functions require sufficient physical ability and mobility to work in an instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a variety of laboratory equipment; and to verbally communicate to exchange information.
3. Vision: See in the normal visual range with or without correction.
4. Hearing: Hear in the normal audio range with or without correction.

Board Approved: re-format
Salary Range: 66
EEO Category: 2B3 – Technical/Paraprofessional