

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

Position: Instructional Laboratory Technician IV, Art

Department: Art

Location: EVC & SJCC

Date: May 10, 2023

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, the Instructional Laboratory Technician IV - Art coordinates, maintains, prepares, directs and plans Art laboratory services and activities in conjunction with established curriculum; orders, assembles, and obtains necessary supplies and equipment; and provides various technical assistance related to the operation of laboratory facilities in the Art Department, including the 3D/Sculpture Lab, Small Metal Arts Lab, Painting and Drawing Labs, Digital Labs, and/or Art Gallery as assigned.

DISTINGUISHING CHARACTERISTICS

General supervision or direction is provided by academic management or supervisory personnel. Instructional personnel may provide technical and functional direction. Responsibilities may include providing training, technical and functional direction to, and reviewing the work of other instructional laboratory technicians, temporary hourly personnel or student assistants.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform a variety of coordination, preparation and planning in the operation of Art laboratory facilities supporting instruction.
2. Confer with instructors to determine laboratory needs and anticipated activities; support instructors for the purpose of complementing classroom instruction.
3. Provide one-on-one or small group instructional support to students using specialized equipment and other hand tools, power equipment and materials in the labs. Assist students through facets of fabrication, craftsmanship and problem solving. Assist faculty in open lab hours during normal operating hours.
4. Provide a variety of resources including technologies for students in addition to verbal assistance such as handbooks, instructional signage, diagrams, computer-assisted instruction and video/audio instruction.
5. Utilize proper safety precautions and procedures in handling all types of laboratory materials, chemicals, gases, power supplies, hazardous waste and general laboratory equipment.
6. Schedule and prepare laboratory facilities for anticipated, demonstrations, exercises, and other activities.
7. Order, procure, receive and issue materials, chemicals, tools, and equipment maintaining proper procedures and controls.
8. Meet with vendors and suppliers as necessary; prepare purchase requisitions.
9. Maintain inventory of-sculpture materials, tools and equipment; maintain organized storerooms and labs; assemble custom shelves, racks, and tool caddies needed for art display and storage.
10. Provide or arrange for the maintenance, testing and calibration of art laboratory equipment and request for repairs as necessary.
11. Obtain and maintain Material Safety Data Sheets.

12. Provide and assign materials, tools and equipment to students in accordance with established controls and procedures.
13. Provide technical guidance, assistance, and training to laboratory personnel in technical procedures and equipment usage.
14. Provide orientation to students and faculty on laboratory equipment, facilities, procedures and safe practices.
15. Coordinate, maintain and update laboratory budget and provide information as to items to be requested in future budgets.
16. Recommend measures to improve laboratory procedures and use of the equipment.
17. Perform other duties reasonably related to this classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles including analytical techniques, practices, materials, equipment, and tools used in art laboratories as assigned.
2. Principles and procedures used in inventory control, procurement, budgeting and supplies issuance.
3. Planning, organizing, and scheduling techniques necessary to efficiently operate a large laboratory facility.
4. Record keeping, statistical calculation methods and laboratory inventories.
5. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste and dangerous chemicals.
6. Modern office practices and procedures including the use of Word and Excel.

Skills and Ability to:

1. Apply language skills to read, analyze, interpret and follow laboratory manuals, periodicals, reference manuals, technical procedures and governmental regulations.
2. Set up and operate new equipment for labs when acquired.
3. Write reports, business correspondence, and standard operation manuals.
4. Effectively present information and respond to questions from groups of faculty and students.
5. Apply mathematical skills to calculate figures and amounts such as discounts, proportions, percentages, concentrations, dilutions and volume.
6. Utilize reasoning skills to solve practical problems.
7. Understand technical manuals, instructions, diagrams and other technical information related to the lab equipment and functionality of the lab workspaces.
8. Effectively communicate and interact with persons of diverse backgrounds and abilities.

9. Establish and maintain cooperative working relationships with those contracted during the course of work.
10. Monitor expenditures and identify budgetary problems or needs.
11. Lift and move up to 50 pounds.

Experience and Education:

1. An Associate degree from an accredited college or technical school with two semester majors sequence in college level Art such as Sculpture, Furniture Design or Industrial Design, etc.
2. Three years of related work experience and/or training.
3. 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.
4. 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.

WORKING CONDITIONS

Environment:

1. Typical office/lab environment.

Board Approved: 5/9/2023

Salary Range: 86

EEO Category: 2B3 – Technical/Paraprofessional