

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN - CHEMISTRY

Salary Range 16

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized and technical duties to assist in the operation and maintenance of a chemistry instructional laboratory; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists in the operation and maintenance of a chemistry instructional laboratory; perform specialized and technical duties to assure efficient lab operations; prepares solvents and equipment for daily lab activities. (E)
- Assists teachers and students in the use of a variety of equipment, materials and supplies in the chemistry lab; assures proper chemical reagents, solutions, laboratory supplies, models, equipment and instruments are ready for use. (E)
- Prepares and issues materials and equipment for student use; provides assistance to students as appropriate, assigned or according to established procedures; maintains records of materials and equipment used by students. (E)
- Prepare instructional materials and equipment for demonstrations. (E)
- Maintains chemistry laboratory environment in a safe, clean and orderly condition; maintains related safety, accident and incident records as required; control and maintain hazardous materials produced during lab experiments and arrange for hazardous materials disposal according to established guidelines and procedures. (E)
- Orders, receives and stores supplies, materials and equipment; maintains inventories. (E)
- Adjusts, cleans, maintains and performs minor repair to equipment; report major repair needs or arrange for repairs according to established procedures. (E)
- Prepares and maintains various records and reports related to laboratory operations. (E)
- Coordinates use of chemistry laboratories ensuring availability of supplies and equipment. (E)
- Operates a variety of equipment related to the chemistry lab. (E)
- Handles and stores waste including hazardous materials; processes waste for disposal. (E)
- Assists instructors with proctoring exams.
- Provides work direction to student worker.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: associate's degree in chemistry and two years practical experience in chemistry.

KNOWLEDGE OF:

Principles, practices, procedures and equipment of assigned chemistry instructional lab.

Safety regulations involving area of specialty.

Principles and practices of providing work direction and training.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Methods and procedures related to the handling, storage, use and disposal of hazardous chemicals.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform specialized and technical duties to assure efficient chemistry lab operations.
Provide information and assistance to students and staff.
Assure the care and security of assigned equipment, materials and supplies.
Maintain learning equipment in proper working order.
Issue and receive equipment and supplies.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Instructors, student worker, students, vendors, other departmental personnel.

PHYSICAL EFFORT:

Dexterity of hands and fingers to set up chemistry lab experiments and operate lab equipment.
Lifting and carrying heavy objects.
Pulling and pushing carts.
Reaching to grasp and move supplies.

WORKING CONDITIONS:

Instructional chemistry lab environment.
Exposure to fumes and potentially hazardous chemicals.