

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Laboratory Technician I

**BASIC FUNCTION:** Under the supervision of the area Dean/Vice President, prepares solutions and other laboratory materials; calibrates and makes minor repairs and modifications on equipment; issues and replaces specialized materials used in the laboratories; organizes and maintains stockrooms; sets up and checks out experiments for instructors; responsible for requisitions and receives, stores and inventories chemicals, laboratory supplies, and equipment to insure adequate stock for laboratory experiments.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES: (All)**

1. Monitors utilization of supplies via periodic inventory reviews to assure a well-stocked laboratory.
2. Requisitions and receives laboratory supplies, equipment, chemicals, biological specimens (living and preserved) and bacteriological cultures.
3. Calculates costs of materials from sources such as quotations, price lists and estimates and procures supplies and equipment.
4. Matches order forms with invoices and records, notes and reports discrepancies as necessary.
5. Develops and adapts laboratory procedures to achieve the best results and reports and/or devises solutions to problems that may arise.
6. Implements new or modified laboratory policies and procedures as necessary and prepares special instructions for non-routine and complex assignments.
7. Sets up, operates, adapts, tests, and maintains equipment, interface computer systems, laboratory apparatus and prepares, tests, adjusts, performs routine maintenance, including calibration, on a variety of scientific instruments.
8. Troubleshoots equipment and identifies defective equipment for repair or replacement.
9. Provides proper maintenance for reverse osmosis water systems to ensure optimal operation; changes or replaces filters as needed; assures regularly scheduled and needed maintenance is completed; orders replacement parts through authorized vendors.
10. Uses computers and computer-interfaced equipment, including visualizers, Sony LED projectors, and digital cameras in educational applications and maintains data acquisition software on interface computers.
11. Generates spreadsheets and various forms; maintains accurate computerized files, and reports.
12. May assist with creating and updating lab manuals, graphically generated and interactive tutorials, and other pertinent educational documents for laboratory teaching using various software applications and graphic packages.
13. Provides computer technical support to instructors and assists faculty in the planning preparation of laboratory exercises so as to optimize the use of departmental resources.
14. Collects, monitors, controls, labels, keeps detailed logs and stores and arranges for safe disposal of hazardous chemical, reagent and hazardous chemicals and biological waste.
15. Follows strict safety procedures and inspects safety devices common to the laboratory.
16. Participates in laboratory training seminars in order to maintain current on technical developments.

17. Notifies appropriate personnel of needed repairs, maintenance or any hazardous condition that exist in the laboratories via submission of work orders .
18. Schedules student assistants and orients them to the workplace; may lead and monitor their work.
19. Organizes, cleans and maintains science laboratories and stockroom areas.
20. Measures, mixes and prepares reagents, chemical solutions and stains following standard formulas and procedure using standard laboratory equipment.
21. Sets up and dismantles experiments as required and assembles, disassembles, cleans, replaces, and stores apparatus and equipment used in laboratory experiments and demonstrations.
22. Maintains data acquisition software on interface computers.
23. Participates in District-provided in-service training programs.
24. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
25. Performs other duties, related to the position, as assigned.

**Following are a sample of discipline specific assignments.**

**Chemistry**

1. Distributes and issues glassware, lockers, and laboratory instrumentation to students for use in laboratory experiments, demonstrations, exercises and exams.
2. Maintains records of materials distributed.
3. Maintains specialized equipment unique to this discipline.

**Biology**

1. Collects and maintains living specimens needs for various laboratory exercises.
2. Monitors, maintains and cares for animals and plants.
3. Maintains specialized equipment unique to this discipline.

**Microbiology**

1. Measures, mixes, boils, autoclaves, pours into plates and test tubes, various sterile media to cultivate bacteria for student experiments.
2. Utilizes aseptic technique to culture, inoculate, and propagate bacterial cultures and to avoid contamination of lab experiments.
3. Grows bacteria and transfers specimens to a new media to maintain them alive for various laboratory exercises.
4. Maintains specialized equipment unique to this discipline.

**Physics**

1. Maintains specialized equipment unique to this discipline.

**EDUCATION:** Completion of two years of college or equivalent, including or supplemented by eight semester units in the scientific field concerned. Legible copies of transcripts verifying coursework and degree (official transcripts will be required upon employment).

**EXPERIENCE:** Directly related experience dealing with instrumentation unique to the life/physical science laboratories is required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** methods, techniques and procedures used in a college science department laboratory program; laboratory equipment, materials, supplies, and laboratory procedures, practices, techniques and terminology used in life/physical sciences; tools, materials and equipment used in the repair, calibration, and maintenance of laboratory equipment unique to the life/physical sciences; routine record keeping procedures.

**ABILITY TO:** maintain an inventory of laboratory supplies and equipment; learn principles, practices and environmental health and safety regulations applicable in the disposal of hazardous materials; generate and maintain accurate computerized records, databases, reports and files; learn and comply with all safety practices applicable to laboratory operations; to promote and maintain effective working relationships with those contacted in the course of work.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, faculty, vendors, repair staff and students.

**WORKING CONDITIONS:** Normal laboratory and office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.