

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Laboratory Technician II

BASIC FUNCTION: Under the supervision of the area Dean, prepares and standardizes 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; collects, stores and properly coordinates the disposal of bio-hazardous and chemical waste as required; and maintains accurate records of open accounts and budget information.

PROVIDES WORK OR LEAD DIRECTION TO: Work Study student(s). Assists in the orientation and training of Laboratory Technician I's. Assists in the orientation of Laboratory Technician II's and other laboratory personnel.

REPRESENTATIVE DUTIES:

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 and price lists; and estimates and procures supplies and equipment.
4. Researches products; prepares and analyzes bids; makes purchases; receives and verifies shipment content; and assembles, tests, and installs new equipment and instruments.
5. Matches order forms with invoices and records; and notes and reports discrepancies as necessary.
6. Monitors and controls expenditures to assure payments are current.
7. Compiles and prepares budget data based on revenue and expense estimates; and submits justifications for budget items and requested increases.
8. Participates with faculty in the planning and implementation of experimental design and preparation of laboratory exercises.
9. Implements new or modified laboratory policies and procedures as necessary; devises solutions to problems that may arise; and prepares special instructions for non-routine and complex assignments.
10. Sets up, operates, adapts, tests and maintains equipment, interface computer systems, laboratory apparatus; and prepares, tests, adjusts, and performs routine maintenance, including calibration on a variety of scientific instruments.
11. Troubleshoots equipment; and identifies defective equipment for repair or replacement.
12. 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; and orders replacement parts through authorized vendors.
13. 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.
14. Generates spreadsheets and various forms; and maintains accurate computerized files and reports.
15. Provides primary support for instructional computing needs/software as well as technical support to faculty and students in the science teaching laboratories and facilitates student learning in the teaching laboratories.

16. May assist with creating and updating lab manuals and graphically generated and interactive tutorials and other pertinent educational documents for laboratory teaching using various software applications and graphic packages.
17. Collects, monitors, controls, labels, keeps detailed logs and stores and arranges for safe disposal of hazardous chemical, reagent and hazardous chemicals and biological waste.
18. Develops, implements, and maintains laboratory safety protocols to comply with federal, state, and local regulations and District environmental health and safety requirements; and establishes and enforces laboratory safety procedures including the routine inspection and/or testing of safety equipment and supplies and protocols for responding to laboratory emergencies such as spills of hazardous materials and injuries.
19. Participates in laboratory training seminars in order to maintain current on technical developments and recommends safety-related improvements and modifications in laboratory procedures and operations.
20. Notifies appropriate personnel of needed repairs, maintenance, or any hazardous condition that exist in the laboratories via submission of work orders.
21. Schedules student assistants; orients them to the workplace; and leads and monitors their work.
22. Trains assistants in the safe preparation and handling of chemical reagents and hazardous materials, proper use, cleaning and maintenance of laboratory equipment.
23. Organizes, cleans, and maintains science laboratories and stockroom areas.
24. Prepares specialized materials using standard laboratory equipment.
25. Measures, mixes, and prepares reagents, chemical solutions and stains following standard formulas and procedure using standard laboratory equipment.
26. Sets up and dismantles experiments as required; and assembles, disassembles, cleans, replaces, and stores apparatus and equipment used in laboratory experiments and demonstrations.
27. Maintains data acquisition software on interface computers.
28. Participates in District-provided in-service training programs.
29. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
30. 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 specimen 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 at an accredited college or equivalent, including or supplemented by sixteen semester units in the scientific field concerned. Legible copies of transcripts verifying coursework and degree must be included. (Official transcripts will be required upon employment.)

EXPERIENCE: Directly related experience dealing with instrumentation unique to the life/physical science laboratories is required. Two years of experience in a college, public health, medical facility, clinical or research laboratory performing laboratory tests is desirable.

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 and instrumentation unique to the life/physical sciences; principles, practices, and environmental health and safety regulations impacting laboratory operations; computer and software programs applicable to laboratory operations; inventory techniques and routine record keeping procedures.

ABILITY TO: Learn principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous materials; learn budget and revenue control methods used in the District and assist in budget preparation activities; generate and maintain accurate computerized records, databases, reports and files; use hand and power tools in the maintenance of laboratory instruments, equipment and systems; learn and comply with all safety practices applicable to laboratory operations; set up lab equipment and materials used in exercises and experiments; safely handle, store and dispose of hazardous materials; to promote and maintain effective working relationships with those contacted in the course of work; work independently in carrying out assignments of position.

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, administrators, 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.