

MAY 2017
FLSA: NON-EXEMPT
SALARY GRADE: H
CBA DESIGNATION: REPRESENTED

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NURSING LABORATORY TECHNICIAN

BASIC FUNCTION: Under the supervision of the area Dean, supports and maintains the instructional learning labs.

REPRESENTATIVE DUTIES:

1. Takes inventory, classifies, stocks and organizes all supplies and equipment.
2. Maintains files and database of instructional supplies and equipment.
3. Submits requisitions and purchase orders for lab supplies and equipment; monitors availability of funds; and retrieves supplies from hospitals or other community agencies as needed.
4. Checks and calibrates equipment, such as glucose monitors, vital sign machines, etc.
5. Examines medical equipment for operability and performs minor repairs. Prepares equipment in need of repair for shipment.
6. Ensures medical supplies are not expired, if applicable.
7. Creates faux medications for instructional labs as requested by faculty.
8. Pulls supplies for instructional labs as requested by faculty.
9. Maintains and ensures supply storage areas and instructional labs are clean and in order.
10. Coordinates the removal of bio-hazardous waste.
11. Sets up instructional lab areas as requested by faculty.
12. Participates in training programs.
13. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: Graduation from high school or GED equivalent and at least one year of generally related experience in office practices, inventory methods, and use of medical equipment is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

- Methods and procedures used in receiving, issuing, and accounting for material, supplies, and equipment;
- Nursing and medical supplies and equipment;
- Basic office practice skills, including word processing, filing, and answering phones.

ABILITY TO:

- Keep records;
- Establish and maintain effective working relationships with others.

CONTACTS: Co-workers, purchasing, communications center, vendors, and hospitals.

PHYSICAL DEMANDS: Requires the ability to exert some physical effort, walking, standing and light lifting, carrying, pushing and pulling materials and objects weighing up to 25 pounds; dexterity in the use of fingers, limbs and body in the operation of equipment. Tasks require extended periods of time at a keyboard. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office and lab environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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.

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.