SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Physical Science Laboratory Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide complex and responsible technical functions in support of assigned physical science lab activities and operations; to organize and coordinate the stocking, storage, issuing, and disposal of supplies, chemicals, and toxic wastes; and to train and supervise student stockroom assistants. Employees in this classification receive limited supervision within a framework of standard policies and procedures and exercise a high degree of independence and initiative requiring proven abilities in the academic areas of chemistry, physics, and geology. This job class is responsible for preparation and set up of complex experiments, minor repairs of equipment and instruments, adequate stocking and organization of all chemical stockrooms, and implementation of an inventory management plan.

SUPERVISOR: Dean of Science, Industry and Natural Resources

TYPICAL DUTIES:

- Prepares chemical reagents, equipment, and other materials necessary for various class laboratory experiments.
- Maintains adequate inventory in the Chemistry, Physics, and Geology stockrooms and performs annual equipment inventory.
- Cleans and organizes Chemistry, Physics, and Geology labs and stockrooms.
- Performs the chemical processes necessary to detoxify or stabilize toxic waste for safe storage and disposal and implements a toxic waste plan.
- Performs on-going calibrations on sophisticated instruments used in instructional experiments.
- Designs, constructs, and assembles electronic and mechanical apparatus for demonstrations and experiments as needed.
- Orders, issues, and picks up supplies and equipment, as needed.
- Performs minor repairs to laboratory equipment and instruments.
- Maintains records and files of information on instructional equipment.
- Trains and supervises student assistants in lab preparation, cleanup, and stockroom procedures.
- Provides technical assistance in the preparation of specifications for equipment and material purchases; recommends selection of equipment as requested.
- Interviews vendors to assess new equipment and supplies.
- Performs other related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS

Possession of:

  - A current and valid California Driver’s License

Knowledge of:

  - Principals, practices, and applications of assigned subject matter.
  - The proper mixing, storage, and disposal of chemicals and chemical reagents.
  - The proper use and operation of chemistry and physics lab equipment.
  - The sources of equipment, supplies, and services desirable.
  - Safety regulations in the laboratory environment.
  - Procedures to perform on-going calibrations on sophisticated instruments used in instructional lab experiments.
  - Design, construction, and assembly of electronic and mechanical apparatus for demonstrations and experiments.
  - Environmental Protection Agency laws and Department of Transportation regulations in implementing a toxic waste plan for the handling, storing, and disposal of toxic chemicals.
  - Record keeping methods and techniques.

Ability to:

  - Prepare, operate, maintain, and demonstrate laboratory equipment and materials.
  - Safely mix chemicals and chemical reagents related to assigned lab operations.
  - Prepare and maintain accurate and up-to-date records, files, inventory, and other documentation.
  - Learn and impart laboratory procedures to students.
  - Maintain labs in a clean and functional condition.
  - Communicate effectively and tactfully in both oral and written forms.
  - Understand and carry out both oral and written directions.
  - Respond to questions and inquiries with tact and courtesy.
  - Work with a significant degree of independence and judgment.
  - Organize work and set priorities.
  - Supervise and train student stockroom assistants as assigned.
  - Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE/EDUCATION:

  - Minimum of one year chemistry lab experience, college level course work in chemistry may be substituted.
  - Minimum of two (2) semesters course work in college level chemistry, and two (2) semesters course work in physics or equivalent. Appropriate experience may be substituted for formal course work.