

LABORATORY TECHNICIAN, ARTS

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, supports laboratory instruction across the disciplines of Ceramics, Sculpture, Graphic Design, Theatre, Music and MakerSpace by preparing equipment, materials and supplies for laboratory sessions; inventories, orders and maintains equipment and supplies; sets up labs; cleans labs; and ensures standards of safety in laboratories are maintained. The Laboratory Technician - Arts performs duties under general supervision and may be assigned duties requiring specialized skill and self-motivation. The incumbent exercises semi-independent judgment and initiative within general guidelines while performing the full range of duties assigned to this classification. Work is performed in a busy environment with considerable contact with students and faculty. Assists instructors and students as needed.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but are characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Supports instruction and student learning outcomes in the assigned areas including but not limited to Ceramics, Sculpture, Graphic Design, Theatre, Music and MakerSpace; prepares lab materials, tools, and equipment; sets up and cleans up after instructional sessions; ensures all facilities are operational, safe, and organized.*
2. Organizes, maintains and stocks all inventory, including materials, supplies and equipment; researches prices and vendors for various materials, supplies and equipment; maintains records of inventory; suggests items for inclusion in annual budget augmentation requests. *
3. Maintains and repairs discipline-specific equipment, including but limited to (Ceramics) ceramic kilns (electric, gas, raku, and wood), potter's wheels, clay mixers, pug mills, slab rollers, and glaze mixing stations; (Sculpture) sculpture tools and machinery such as welders, forges, grinders, sandblasters, casting and foundry equipment, and woodworking tools; MakerSpace tools including 3D printers, CNC routers, laser cutters, plasma cutters, embroidery machines, electronics, and fabrication tools. Graphic Design computer lab hardware and software, Adobe Cloud Creative Suite. *
4. Organizes and distributes supplies and materials to students; replenishes supplies and materials and maintains all forms, manuals, and handouts. *
5. Prepares and mixes materials such as clay bodies, glazes, plaster, resin, silicone, and other mold-making or fabrication media; tests new materials and techniques to support instructional goals.*
6. Dependent upon assignment, understands the operating principles of discipline specific equipment.*
7. Organizes and reorganizes assigned lab space to maximize space and safety as needed; maintains and organizes facilities and storage spaces. *
8. Assists instructors and students as needed; provides direction to students during open labs; logs lab hours; monitors adherence to lab procedures; ensures all students have

completed safety trainings on equipment and hazardous materials and ensures students wear proper protective gear at all times; implements all studio policies, procedures, and guidelines. *

9. Assists students with equipment use, responds to inquiries, and demonstrates laboratory procedures and other skills to students and instructors. *
10. Maintains accurate records, manually and on a computer; creates databases for recordkeeping purposes and runs accurate reports; maintains bulletin boards with required information, including safety guidelines; adheres to all departmental policies and procedures to ensure maintenance, lab hours and supplies are sufficient to meet student and instructor demands. *
11. Performs routine and preventive maintenance on tools and machines; coordinates major repairs or servicing with external vendors as needed. *
12. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
13. Assists in the design, fabrication, installation of student departmental projects and displays; supports student exhibitions and showcases. *
14. Pick up and deliver supplies and parts to off-campus locations. *
15. Attends staff meetings and may serve on a variety of District committees as requested.
16. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* in the assigned arts discipline or a closely related field; **OR**
- Two years of experience closely related to the duties and responsibilities of this class and the assigned discipline.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possess current standard First Aid and CPR certification.
- Required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Bachelor's degree in assigned discipline.
- Professional or instructional experience in ceramics, sculpture, theatre, music, or maker-oriented fabrication.
- Experience with kiln repair and firing processes, welding and metal fabrication, and/or operation of CNC, laser, and 3D printing technologies.
- Coursework directly related to the duties and responsibilities of the class.
- Forklift operation experience.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Mobile devices and applications utilized by the District and/or college.
- Fine arts principles, materials and techniques including ceramics, sculpture, painting, drawing and printmaking.
- Applicable safety methods associated with assigned departmental equipment and activities.
- Ceramics: ceramic related tools and equipment such as potter's wheel, gas and electric kilns, clay mixers, pug mills. Mix, test and apply glazes. Load and fire electric, gas, raku, wood and other kilns. Hand build and throw clay.
- Sculpture: sculpture related tools and equipment such as air compressors, table saws, drills, grinders, sanders, welders, motors, and burners. Work with a variety of sculpture and foundry materials. Create simple molds. Perform basic welding and fabrication.
- Makerspace: CNC shopbot, CNC water jet and plasma cutter, 3-D printers, laser cutters, DTG t-shirt printer, sublimation printer, large format printer, virtual reality equipment, PC and Mac platforms, drones.
- Musical instruments (winds, strings, percussion, and keyboards); live sound, recording, and computer music production equipment; music notation and editing software; rehearsal and performance setup; event production, management, and publicity.
- Graphic Design: computer lab hardware and software, Adobe Cloud Creative suite,
- Lighting, sound, video, and scenic systems; stage construction and rigging; costumes, makeup, and props; theatre technology operation and maintenance; event production, management, and publicity.
- Working with and utilizing the proper techniques for storage and disposal of chemicals and hazardous wastes.
- Glaze chemistry and surface decoration.
- The techniques used in designing and building, utilizing carpentry skills.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Maintenance and repair of kilns, potter's wheels, mixers, welders, grinders, saws, plasma cutters, CNC routers, and 3D printers Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.

- Anticipate and recognize area needs and improve conditions in labs.
- Use, design, fabricate, modify, maintain, troubleshoot and repair a wide variety of tools and equipment, including but not limited to ceramic, sculpture, art related tools and equipment such as, potters wheels, gas and electric kilns, clay mixers, pug mills, air compressors, table saws, drills, grinders, sanders, welders, motors, and burners.
- Mix, test and apply glazes.
- Load and fire electric, gas, raku, wood and other kilns.
- Work with a variety of sculpture and foundry materials.
- Hand build and throw clay.
- Perform basic welding and fabrication.
- Create simple molds.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Utilize correct safety precautions for hazardous chemical storage and disposal.
- Utilize keyboarding skills commensurate with the functions required for this position.
- Work from plans and specifications.
- Follow safety rules and regulations.
- Read and write at the level necessary for successful job performance.
- Plan, organize, and prioritize workload to meet timelines.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work performed in ceramics, sculpture, and maker laboratories with exposure to dust, fumes, heat, noise, and chemicals; may require use of protective clothing and equipment.

- **Working Conditions**

Work is performed primarily indoors where safety considerations exist. The incumbent works in areas subject to exposure to fumes, chemicals, and caustic materials; may be required to wear protective equipment to project breathing passages, face, eyes, arms, hands, and fingers.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

Class Code: C146.200

Salary Range - CSEA 25 – Non-Exempt

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.