

**LABORATORY TECHNICIAN SENIOR - CHEMICAL HYGIENE OFFICER****GENERAL DESCRIPTION OF CLASS**

Under the general direction of an administrator, supports sciences laboratory instruction; oversees and ensures compliance with safety guidelines, policies, regulations, and procedures within the Chemistry Department laboratories. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** This is the senior level in the Laboratory Technician series. Work is performed within broad guidelines and requires subject matter expertise with a high level of independent judgment and self-motivation. Provides lead direction of projects and staff performing related duties. Duties involve performing the most technical and difficult tasks, requiring specialized, advanced skill and technical knowledge in one or more areas of the work assigned. Work is performed in a busy environment with considerable contact with students and faculty. Duties specific to either Chemistry, Biology, or Physical Sciences listed separately following the general description of duties.

**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 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. Serves as the Chemical Hygiene Officer for classroom and laboratory instruction. \*
2. Assists with developing and implementing the District's Chemical Hygiene Plan (CHP); reviews and updates Chemical Hygiene Plan as needed to ensure compliance with federal, state, and local rules and regulations. \*
3. Conducts inspections to ensure District compliance with regulatory requirements, as needed. \*
4. Ensures chemical procurement policy is strictly enforced; ensures chemical inventories are updated regularly. \*
5. Provides oversight on employee awareness and compliance of the District's Chemical Hygiene Plan; notifies appropriate department Dean regarding non-compliance issues, concerns, and/or observations of unsafe acts; facilitates the annual review of the CHP and updates as necessary. \*
6. Trains laboratory staff regarding the use of Personal Protective Equipment (PPE) and laboratory/chemical spill kits. \*
7. Organizes equipment and materials; prepares reagents, sets up and takes down equipment and chemical components for each science laboratory experiment. \*
8. Assists management and faculty with writing policies and procedures for all teaching environments. \*
9. Manages and maintains compliance with Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and other governing entities requiring chemistry department adherence. \*
10. Coordinates, collects, and disposes of department chemical and hazardous wastes in

- accordance with the CHP and safety regulations. \*
11. Assists in defining hazardous operations, designating safe practices, and selecting protective equipment; participates and represents the department at safety committee meetings. \*
  12. Supports faculty and students during classroom and laboratory instruction sessions related to science discipline(s); prepares, sets up, and cleans up after instructional sessions. \*
  13. Performs laboratory functions; maintains and transfers microbial cultures, makes hazardous chemical solutions, and sets up mechanical and electrical apparatus, as appropriate (refer to discipline-specific duties). \*
  14. Organizes, coordinates, and arranges laboratory preparations and laboratory space and equipment to maximize efficiency and safety based on faculty class schedules and laboratory requests. \*
  15. Organizes and arranges hazardous chemical storage areas and ensures proper disposal of hazardous chemical waste. \*
  16. Tracks and monitors assigned department budget(s), creates purchase orders, requisitions, budget transfers, and encumbrance adjustments. \*
  17. Researches and gathers information on new equipment needs for use in classroom and laboratory instruction; meets with vendors to evaluate equipment; selects, orders, receives, and properly stocks supplies and equipment; maintains inventory and records of items needed and used for lab instruction and experiments. \*
  18. Ensures personal protective equipment and safety/emergency equipment is available and maintained in good operating condition in all laboratories. \*
  19. Schedules and may oversee the use and maintenance of departmental equipment and evolution (see department-specific duties). \*
  20. Ensures immediate response to emergencies including spill hazards and student injuries.\*
  21. Travels to satellite campus sites to perform duties related to job.\*
  22. Ensures that all chemicals (including science chemicals, cleaners, soaps, hand sterilizers, etc.) located within and surrounding the department building have correlating Safety Data Sheets (SDS); ensures that SDS binders are up to date and accessible in each department. \*
  23. Cleans, maintains, and repairs department lab equipment and electrical apparatus, (see department-specific duties). \*
  24. Submits work orders and coordinates with Facilities, Information Technology (IT), and Audio Visual (AV) Technicians to keep the building and equipment operational. \*
  25. Works with faculty to develop and assist with new experiments and demonstrations. \*
  26. Coordinates a variety of housekeeping, IT, and maintenance tasks with department and dean's administrative staff, custodians, shipping and receiving, and other lab technicians.\*
  27. Develops and maintains department inventory databases and appropriate reports. \*
  28. Performs data entry to record and retrieve lab and classroom information to prepare standard and ad-hoc reports, spreadsheets, instructional materials, etc. \*
  29. Provides oversight of the student study areas (as appropriate); assists students with equipment usage, responds to inquiries and assists with computer hardware and software. \*
  30. Provides assistance and instruction to faculty on the use of equipment or other operations as needed; \*
  31. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*

32. May provide work direction to student assistants, student workers, and/or short-term, temporary staff.
33. May serve on a variety of District committees as requested.
34. Performs other duties that support the overall objective of the position.

**DEPARTMENT SPECIFIC DUTIES:**

- **BIOLOGY/CHEMISTRY**
  - Maintain live and fresh material; maintenance and transfer of microbial cultures.
  - Clean, maintain, and perform minor repairs on discipline-specific equipment such as microscopes, automatic pipettors, gel electrophoresis, etc.
  - Dispose of hazardous materials and chemicals in accordance with all safety and CHP protocols and procedures.
  
- **PHYSICAL SCIENCES**
  - Clean, maintain, and perform minor repairs on discipline-specific equipment such as gas chromatograph mass selective detector (GC/MS).
  - Calibrate instruments as needed to meet appropriate standards of accuracy and precision.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- A Bachelor's degree in a laboratory science or a related field; **AND**
- Two (2) years of experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

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

- Possession of a current standard or advanced First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification(s) or ability to obtain the listed certifications within six months of employment with the District.
- 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:**

- Significant coursework in one or more of the related sciences supplemented by experience directly related to laboratory procedures, chemical storage and disposal and operating and maintaining laboratory equipment.
- Knowledge of chemical and/or biological storage and disposal.

**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.
- Laboratory equipment, supplies, and procedures used in college biological, chemistry, life, or physical science laboratories.
- Fundamental principles of the appropriate sciences consistent with a Bachelor's Degree.
- Safety factors necessary in handling chemicals, equipment, and apparatus.
- Tutoring techniques and procedures.
- Classroom procedures and instructional practices.
- Advanced principles of the appropriate science.
- OSHA and EPA.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Mobile devices and applications utilized by the District and/or college.
- 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.
- Understand the operating principles of department equipment and ensures optimal performance.
- Ensure compliance with all department policies, procedures, and safety precautions.
- Read, analyze, and interpret common scientific and technical journals.
- Apply mathematical concepts to include fractions, percentages, and ratios.
- Apply techniques of precise measurement and notation using appropriate scientific terms.
- Issue and receive supplies and equipment related to the assigned science course.
- Maintain records of supplies and equipment issued.
- Operate office machines including but not limited to computers, photocopiers, calculators, typewriters, and fax machines; utilize keyboarding skills commensurate with the required functions for this position.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.

- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Utilize keyboarding skills commensurate with the required functions for the position.
- Develop and maintain all apparatus.
- Identify and work with equipment, supplies, solutions, and materials common to biological, chemistry, life, or physical science laboratories.
- Assemble, calibrate, and repair biological, chemistry, life, or physical sciences electronic test equipment.
- Work independently while making sound, educated decisions.
- Keep detailed records and prepare advanced reports.
- Demonstrate laboratory procedures and other skills to students.
- Analyze and research problems and prepare clear, concise reports.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- 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 lower-level staff, 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. The incumbent works in a laboratory, learning center, and/or classroom environment with constant interaction with faculty and students. The incumbent is subject to constant interruptions.

- **Working Conditions**

Work is performed primarily indoors where safety considerations exist due to exposure to a variety of hazardous materials including but not limited to toxic or caustic chemicals, biological hazards, fumes, and airborne particles. The incumbent may be at risk for electrical shock. The noise level experienced can be moderately loud depending on the laboratory activities, experiments, and/or student interactions.

**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.

**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.