

LABORATORY TECHNICIAN SENIOR – SCIENCES

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, supports science laboratory instruction by organizing technical and scientific supplies, hazard chemicals and equipment, preparing equipment and supplies for laboratory sessions, repairing and calibration scientific equipment, and assisting instructors and students. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: The Laboratory Technician Senior is the senior level, lead classification within the Laboratory Technician series. The Laboratory Technician Senior performs work within broad guidelines and requires a high level of independent judgment, initiative, and self-motivation. The incumbent provides lead direction to classified staff related to special projects. The Laboratory Technician Senior performs the most technical and difficult tasks related to the area of instruction requiring specialized and/or advanced skill in one or more instructional disciplines. Work is performed in a busy environment with considerable contact with students and faculty.

The Laboratory Technician Senior is distinguished from the Laboratory Technician in that the latter is the journey-level classification within the Laboratory Technician series. The Laboratory Technician supports laboratory instruction related to the assigned discipline or instructional area by preparing equipment and supplies for laboratory sessions; inventories, orders, and maintains equipment and supplies; sets up, cleans, and ensures lab safety standards are enforced and maintained. The Laboratory Technician works under general supervision requiring the incumbent to exercise independent judgement and initiative within well established guidelines, policies, and procedures.

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. Coordinates with department chair and faculty to support the instruction in the assigned discipline area; prepares lab materials and equipment; cleans up after laboratory demonstrations and sessions. *
2. Performs laboratory functions; maintains, transfers, and sets up instructional lab requirements such as equipment, electrical apparatus, lab cultures, chemical solutions depending on classroom instruction needs; sets up mechanical and electrical apparatus as appropriate (see department-specific duties). *
3. Organizes and coordinates lab preparations for each semester based on faculty class schedules and lab requests. Travels to various District sites to perform duties. *
4. Organizes and arranges laboratory space and equipment to maximize efficiency and safety; maintains and inventories large storage areas and ensures proper disposal of

- hazardous biological waste. *
5. Understands the operating principles of department equipment and independently ensures its optimal performance. *
 6. Monitors and tracks department budget, creates and submits purchase requisitions, budget transfers, and encumbrance adjustments, as needed. *
 7. Gathers information on new equipment; meets with vendors to evaluate equipment and/or supplies for lab use. *
 8. Selects, orders, receives, and properly stocks supplies and equipment; maintains inventory and records of items needed and used for labs. *
 9. Ensures personal protective equipment and safety/emergency equipment is available and maintained in good operating condition for all laboratory settings; responds immediately to emergencies including but not limited to mechanical failures, spill hazards, and student injuries. *
 10. Ensures all laboratory environments and the surrounding areas and/or departments have correlating Safety Data Sheets (SDS). *
 11. Schedules and may oversee the use and maintenance of department equipment for the assigned discipline and laboratory setting, as appropriate (see department-specific duties).*
 12. Cleans, maintains, and repairs departmental lab equipment and electrical apparatus (see department-specific duties). *
 13. Works with faculty to develop new experiments and demonstrations. *
 14. Reviews and submits work orders; coordinates with Facilities, Information Technology (IT), and Audio Visual (AV) technicians to ensure the classroom(s), building, and assigned equipment is in good working order and operational. *
 15. Develops and maintains department inventory databases; performs computer data entry to review, record, and retrieve lab information; prepares a variety of documents including but not limited to reports, spreadsheets, and instructional materials. *
 16. Provides oversight of the student study areas (as appropriate); assists students with equipment usage, responds to inquiries and assists with computer hardware, software, and medical apparatus. *
 17. Assists faculty on the use of equipment or other operations as needed. *
 18. Initiates, screens, and directs phone calls; assists and directs visitors, contractors, and vendors; receives, prioritizes, opens, and distributes incoming mail and email. *
 19. Acts as key contact for all faculty and staff regarding supplies, equipment, linens, biohazard and technology issues and concerns. *
 20. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
 21. Controls building keys and prepares ground/maintenance requests.
 22. May serve on a variety of District committees as requested.
 23. May provide work direction to student assistants, student workers, and/or short-term, temporary staff.
 24. Performs other duties that support the overall objective of the position.

DEPARTMENT SPECIFIC DUTIES:**• BIOLOGY**

- Performs routine live plant and animal husbandry as needed to maintain quality specimens for labs.
- Practices appropriate microbiological techniques to safely maintain and provide a large collection of potentially pathogenic bacterial and fungal organisms.

- Maintains preserved materials, museum specimens and teaching collections of animals, plants, human cadavers, etc.
 - Schedules and may oversee the use and maintenance of departmental equipment which may include anatomy, introductory biology, cellular and molecular biology, organismal biology, ecology, evolution, field biology, physiology, and microbiology as appropriate.
 - Cleans, maintains, and performs minor repairs on discipline-specific equipment such as microscopes, automatic pipettors, gel electrophoresis equipment, etc.
- **PHYSICAL SCIENCES**
 - Cleans, maintains, and performs minor repairs on discipline-specific equipment such as gas chromatograph mass selective detector (GC/MS).
 - Calibrates instruments as needed to meet appropriate standards of accuracy and precision.
 - Maintains thorough understanding of commonly used chemical properties (reactivity, flammability, corrosiveness, solubility, etc.)
 - Schedules and may oversee the use and maintenance of departmental equipment which may include astronomy, chemistry, physics, physical science, geology and as appropriate.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in a laboratory science, health care, or related field of the area; **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.

*Bachelor's 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:

- Must possess current standard or advanced First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certifications.
- 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 the instructional area of assignment.
- One (1) year work experience in an educational lab setting.
- One (1) year work experience in one or more of the following fields as it pertains to the assigned discipline:

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.
- Skills and simulation lab equipment, supplies and procedures used in laboratories (as appropriate).
- Chemical, technical, biological, mechanical, and electronic equipment storage and/or disposal related to the area of assignment.
- Fundamental principles of the assigned instructional programs.
- Safety factors required and necessary in handling bio-hazardous materials, chemicals, equipment, and apparatus.
- Tutoring techniques and procedures.
- Classroom procedures and instructional practices.
- 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, and databases; computer hardware and peripheral equipment related to the area of the assignment.
- 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.
- Learn, interpret, and apply District and instructional department rules, regulations, policies, and procedures.
- Assist students in developing appropriate work habits and skills.
- Keep detailed records and prepare reports.
- Clean and maintain general laboratory equipment and apparatus.
- Apply techniques of precise measurement and notation using appropriate scientific terms.
- Identify and work with equipment, supplies, chemicals, solutions, and materials common to laboratories.
- Assemble, calibrate, and repair electronic equipment.
- Independently apply good judgment in making sound and educated decisions.
- Demonstrate safe laboratory procedures and other skills to students.
- Ensure compliance with all departmental policies, procedures, and safety precautions.
- 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.
- Plan, organize, and prioritize workload to meet timelines.
- 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.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow oral and written directions.
- 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.

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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.