

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SCIENCE LAB TECHNICIAN-CHEMISTRY

BASIC FUNCTION:

Under the direction of an Associate Dean, perform complex technical work related to chemistry courses; oversee the operation and maintenance of a highly technical or complex instructional laboratory including maintaining supplies and preparing laboratory equipment, reagents and chemicals for class demonstrations and experiments.

REPRESENTATIVE DUTIES:

Prepare and set up laboratory equipment, reagents, chemicals and other teaching aids for class demonstrations and experiments; determine and set up necessary supplies. (E)

Collect and grade lab assignments; receive keys from instructors, grade papers and record scores. (E)

Order, receive, inspect and inventory materials, chemicals, and laboratory equipment; assure adequate quantities are available for instructional use; enter inventory on the computer and date chemicals received to monitor age of chemicals; prepare requisitions and compare products and prices from various companies. (E)

Maintain stock rooms, laboratories and other assigned areas in a safe, clean and orderly condition; oversee the proper use of facilities and safe practices. (E)

Prepare chemical solutions and unknowns for laboratory demonstrations, practical examinations and general instruction; arrange for proper storage and disposal of toxic, caustic, flammable or other hazardous chemicals. (E)

Perform safety checks on fire extinguishers, eye wash stations and other equipment and areas as assigned; reorganize chemicals into family groups; collect and dispose of old chemicals and waste. (E)

Operate various technical lab equipment, apparatus and measuring devices; operate assigned office equipment including a computer and others. (E)

Maintain a variety of files and records regarding instructional materials, inventories, requisitions and others as assigned. (E)

Train and provide work direction to student assistants as assigned; prepare work schedules.

Perform related duties as assigned.

KNOWLEDGE OF:

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Inventory methods.

Principles, practices, procedures, terminology and equipment of a chemistry lab.

Advanced chemistry.

Basic principles of physical and organic chemistry.

Health and safety regulations.

ABILITY TO:

Set up laboratories in accordance with institutional requirements.

Apply techniques of precise measurement and notation.

Assure the care and security of assigned equipment, specialized materials and supplies.

Assemble, maintain and repair lab equipment.

Demonstrate competence in chemistry.

Make arithmetic computations with speed and accuracy.

Order, receive and store equipment and supplies.

Plan and organize work.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE: Any combination equivalent to a Bachelor's degree in chemistry or related field and one year of work experience in laboratory preparation and control.

ENVIRONMENT:

Lab environment.

Regular exposure to fumes and odors.

PHYSICAL ABILITIES:

Seeing to prepare solutions.

Dexterity of hands and fingers to operate assigned lab equipment.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting moderately heavy objects.

Pushing or pulling carts.

HAZARDS:

Hazardous chemicals.