



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

LABORATORY TECHNICIAN

A Classified Position
Grade 26 – Salary Schedule 60

A. General Statement

This is technical work involved in organizing, coordinating and maintaining supplies, equipment and instructional support services for a college laboratory. Under direct supervision, the employee uses subject matter knowledge to set up laboratory experiments, prepare and organize solutions and laboratory materials as needed, demonstrate safe use of biologicals and chemicals, supplies and equipment, store and dispose of a variety of supplies, and to assist faculty in maintaining laboratory operations. Public contact is extensive, primarily involving faculty and students for the purpose of providing safety and procedural information concerning laboratory operations and supplies. A moderate degree of independent judgment and creativity is required to apply safety and other policies and procedures related to laboratory equipment and other supplies, and to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in student and employee safety, employee time and money; however, clearly prescribed procedures and other controls limit the risk of serious errors. A Laboratory Technician can lead the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the 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 classification.

1. Sets up laboratory equipment for various courses
2. Maintains laboratory environment in a safe, clean, and orderly condition
3. Sets up and puts away equipment for instructors and students
4. Creates and maintains an inventory of lab supplies using a computer database and restocks supplies as needed
5. Recommends and assists faculty in the purchase of new equipment as needed; researches vendors, pricing, delivery timelines and selects vendors as appropriate; orders new equipment, supplies and materials as needed
6. Provide support and maintenance of area-specific equipment, supplies, and other related materials.
7. Makes minor repairs to equipment
8. Maintains an orderly environment
9. Inventories, monitors, and maintains a list of instructional media used in the lab
10. Performs other related duties as assigned

C. Requirements

- D. A combination of education and experience equivalent to completion of an Associate degree in the specific discipline or subject matter.
- E. Experience in laboratory techniques specific to discipline/course syllabus
- F. Demonstrates developing knowledge of applicable regulatory and other safety policies and procedures
- G. Successful training and experience in laboratory operations including research and implementation of state-of-the-art equipment, supplies, and materials
- H. Experience with the organization and maintenance of online and manual records and reports
- I. Experience with computer data entry, modification and retrieval, and use of a variety of software to produce routine reports, memoranda, and other written materials
- J. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

OR

An equivalent combination of education and experience

K. Physical/Other Requirements

This classification requires visual comparison and acuity; manual dexterity; data analysis and comparison; oral communication to small and large groups; attention to detail; bending, stooping, pulling, pushing, reaching overhead, moving objects of moderate weight, kneeling; handling live animals; exposure to chemicals, fur, dust, odors and fumes; active listening; directive communication; flexibility, adaptability; tact; and good memory in order to perform the essential functions.

L. Knowledge, Skills & Abilities

1. Knowledge of technical laboratory operational procedures, protocols, equipment, materials and supplies related to a specific discipline or subject matter, biological and chemical hygiene safety and control measures, preparation of laboratory experiments in a teaching environment
2. Knowledge of required laboratory procedures related to subject-specific occupational safety, cleanliness, and sanitation
3. Skill in oral communication, including giving clear and concise instructions
4. Skill in organizing, sorting, categorizing, and accurately retrieving a variety of materials, supplies, and equipment
5. Skill in working accurately and safely under deadline pressure
6. Skill in scheduling, coordinating and performing specialized and technical duties to assure efficient laboratory operations
7. Skill in following detailed oral and written instructions
8. Skill in using spreadsheets and a variety of other computer software to track, format and report financial, statistical and other detailed data
9. Skill in communicating respectfully and sensitively with people from diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
10. Skill in detailed electronic and manual record keeping
11. Ability to work effectively as part of a team

(12/2022)

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