POSITION PURPOSE

The Laboratory Technician - Physical Sciences and Engineering provides instructional support services for faculty and students in the proper use and operation of equipment and materials for the Physical Sciences and Engineering program, tutors students and/or assists in directing their experiences, and assists in the preparation of instructional materials for the Physical Sciences and Engineering program.

NATURE AND SCOPE

The Laboratory Technician - Physical Sciences and Engineering is responsible for maintaining laboratory schedule, maintaining equipment, and developing content for department's Internet website. Other decisions, such as approving budget expenditures, supervising student workers' schedules, and developing new laboratory courses, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Prepares and sets up for lab exercises; assembles apparatus for experiments and checks for proper functioning.
2. Assures work area is clean and in working condition; organizes supplies and laboratories.
3. Supervises the use of personal computers; installs and maintains instructional software.
4. Empties laboratories of used equipment, cleans appropriately and returns to proper storage area; discards broken or unrepairable items.
5. Orders and receives supplies, ensuring adequate supplies are on hand as needed, organizes stock, and assists with bids and budget.
6. Ensures proper use of labs by monitoring activities according to established rules and policies.
7. Provides tutoring to students in physics, physical science and engineering.
8. Makes minor repairs to equipment as necessary.
9. Performs related duties as required.
EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Subject matter of all Physics, Physical Sciences and Engineering program courses
Equipment, materials, supplies and related items used in all Physics, Physical Sciences and
Engineering courses
Care of live specimens and the preparation and maintenance of preserved specimens
Proper safety procedures in working with and storage of hazardous and potentially hazardous
materials and chemicals
Computer literacy; various instructional software applications

Skills and Abilities:

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items
used in Physics, Physical Sciences and Engineering program courses
Provide substantive assistance to students on text and/or lab manual problems and questions in
all Physics, Physical Sciences and Engineering program courses
Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Management and organizational skills

Education and Experience:

B.S. degree in Science, Physics or related field
2 years directly related experience

Working Conditions:

Classroom laboratory
Exposure to hazardous and potentially hazardous materials and chemicals
Ability to lift up to 50 lbs.
Some physical activity e.g., climbing ladders