

**Position Description**  
**Laboratory Technician - Chemistry**  
**Department: Chemistry**

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**POSITION PURPOSE**

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

**NATURE AND SCOPE**

The Laboratory Technician - Chemistry supervises the student workers.

The Laboratory Technician - Chemistry is responsible for preparing chemicals for demonstrations and setting up laboratory, supervising student workers, researching items to be purchased by the department, and preparing hazardous waste bid proposals. Other decisions, such as approving requisitions, authorizing capital expenditures, and attending educational conferences, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Prepares and sets up for lab exercises, distributing and arranging equipment, reagents, solutions, and unknowns for classroom demonstrations; dispenses chemicals and issue equipment to students.
2. Trains and provides work direction to student assistants; assists in locker check-in and check out.
3. Orders and receives supplies, ensuring adequate supplies are on hand as needed, organizes stock.
4. Empties laboratories of used equipment, cleans appropriately and returns to proper storage area; assists with implementing effective security and safety measures including the handling of hazardous chemicals.
5. Maintains and operates a variety of technical lab equipment and machinery; makes minor repairs; checks bench solutions (acids) and shelf chemicals daily and refill as necessary.
6. Prepares work orders and maintains records; assists in budget preparations.
7. Trains and provides work direction for student workers.
8. Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

Subject matter of all Chemistry program courses  
Equipment, materials, supplies and related items used in all Chemistry courses  
Basic chemical principles; solution chemistry  
Proper safety procedures in working with and storage of hazardous and potentially hazardous materials and chemicals (e.g., EPA, OSHA, NFPA, Title XXII compliance)  
Understanding of budgets and revenue control  
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 Chemistry program courses  
Provide substantive assistance to students on text and/or lab manual problems and questions in all Chemistry program courses  
Strong analytical skills  
Strong problem solving skills  
Excellent interpersonal skills  
Excellent written and oral communication  
Ability to work independently  
Management, organizational and supervisory skills

### **Education and Experience:**

A.A. degree in Chemistry OR  
Completion of major course work in a lower division chemistry program OR  
2 years directly related experience OR  
Combination of the above

### **Working Conditions:**

Classroom laboratory  
Exposure to hazardous and potentially hazardous materials and chemicals  
Ability to lift up to 25 lbs.