

**Position Description**  
**Laboratory Technician - Physical Sciences and Engineering**  
**Department: Natural Sciences**

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**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