

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Laboratory Technician	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing specialized and technical duties to assist in the operation and maintenance of an instructional laboratory or a technical support service center.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists in the operation and maintenance of an instructional laboratory or for a technical support service center; performs specialized and technical duties to assure efficient lab operations.
2.	Assists faculty in the use of a variety of equipment, materials and supplies.
3.	Prepares and issues materials and equipment for student use; maintains records of materials and equipment used by students.
4.	Prepares instructional materials and equipment for faculty demonstration and student use as requested, according to approved procedures.
5.	Maintains laboratory environment in a safe, clean and orderly condition.
6.	Orders, receives and stores supplies, materials and equipment; maintains inventories, assures that adequate quantities are available for instructional use.
7.	Troubleshoots, adjusts, maintains and performs minor repairs to equipment; reports major repair needs or arranges for repairs according to established procedures.
8.	Prepares and maintains various records and reports related to laboratory operations and activities as required; operates a variety of equipment related to the specialized area of assignment; performs some clerical duties as required.
9.	Assists in the coordination of exhibits or the use of lab facilities and assures the availability of appropriate supplies and equipment.
10.	Trains and provides work direction to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

In addition to the essential functions, the Laboratory Technician may prepare for and host various public functions, as well as maintain budgets for their assigned department.

WORKING RELATIONSHIPS

The Laboratory Technician maintains frequent contact with various District personnel; students and outside vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; two years college-level course work in area of specialization and extensive practical experience in area of specialization.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices, procedures and equipment of assigned subject area

Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory

Knowledge of appropriate safety regulations (OSHA and District) used in the assigned classroom or laboratory

Knowledge of principles and practices of providing work direction and training

Knowledge of record-keeping techniques

Knowledge of District organization, operations, policies and objectives

Knowledge of technical aspects of field of specialty

Ability to plan, organize and prioritize work

Ability to perform specialized and technical duties to assure efficient lab operations

Ability to assure the care of assigned equipment, materials and supplies

Ability to issue and receive equipment and supplies

Ability to work independently and with little direction

Ability to train and provide work direction to others

Ability to assign and review the work of others

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

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TRAINING REQUIREMENTS

Bloodborne Pathogen (Mortuary Science)

Chemical Hygiene (Mortuary Science and Natural Science)

Hazard Communication (Mortuary Science and Natural Science)

WORKING CONDITIONS

Lab environment: subject to exposure to chemicals, hazardous and/or toxic solutions, biohazardous materials, and/or fumes, lifting (up to 50 pounds unassisted), climbing, standing for long periods of time, using electrical tools.
